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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 16, 1919.

MEMORANDUM No. 261.

Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

The attention of administrative officers of the Department of Agriculture is invited to the following Act, which has been approved by the President (H. R. 13261):

AN ACT

Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the heads of the several executive departments and other governmental establishments in the District of Columbia are authorized to furnish to such civilian employees, receiving compensation, exclusive of the additional \$120, at the rate of not more than \$1,400 per annum or less than \$100 per annum, under their respective jurisdiction as have come to the District of Columbia since April sixth, nineteen hundred and seventeen, whose services are no longer required and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November eleventh, nineteen hundred and eighteen, to February twentieth, nineteen hundred and nineteen, inclusive, their actual railroad transportation, including sleeping-car accommodations, from the District of Columbia to the place from which they accepted employment or to their legal residence, or to such other place not a greater distance as the employee may elect.

Sec. 2. That such transportation must be applied for within ten days after the termination of service and shall be used within five days after issuance unless an extension of time on account of illness be granted by the proper authority: Provided, That as to the employees whose services have been terminated during the period between November eleventh, nineteen hundred and eighteen, and the date of the passage of this Act, inclusive, the time within which transportation shall be applied for shall be twenty days from the date of the passage of this Act. Any person who shall sell, exchange, or transfer such transportation for the use of another shall be punished by a fine of not more than \$100.

Sec. 3. That the expenses authorized by this Act shall be paid from the following appropriations for the fiscal year nineteen hundred and nineteen, which hereby are made available therefor:

For the War Department, from "Transportation of the Army and its supplies."

For the Navy Department, from "Pay. miscellaneous."

For all other executive departments and independent establishments, from the appropriations for the support of the services in which such persons are employed.

Sec. 4. That any employee who would be entitled to transportation, including sleeping-car accommodation, under this Act and who has left the District of Columbia prior to the passage of this Act, but not before December tenth, nineteen hundred and eighteen, upon application and presentation within sixty days after the passage of this Act of proper proof shall have refunded the cost of actual railroad transportation, including sleeping-car accommodation, from the District of Columbia to the place from which employment was accepted, or to their legal residence, or to such other place not a greater distance to which the employee may have gone: Provided, That payment to any employee for leave of absence not earned in proportion to the term of employment shall be deducted from the refund authorized in this section.

Sec. 5. That the provision made in this Act for the transportation of employees shall not be supplemented in any manner by the various services in which they are employed.

Sec. 6. That the provisions made in this Act for the transportation of employees shall not apply to those who enter such service after the passage of this Act.

In order to secure uniformity of practice throughout the Department, the following procedure will be observed by chiefs of bureaus in regard to such employees receiving compensation, exclusive of the additional \$120, at the rate of not more than \$1,400 per annum or less than \$100 per annum, under their respective jurisdiction, as have come to the District of Columbia since April 6, 1917, whose services no longer are required, and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November 11, 1918, to February 20, 1919, inclusive:

1. Chiefs of bureaus will furnish to each such employee one transportation request drawn on the railroad company to cover the railroad fare and a second transportation request on the sleeping-car company from the District of Columbia to the place from which he accepted employment, or to his legal residence, or to such other place not a greater distance, as the employee may elect.

2. Such transportation must be applied for within ten days after the termination of service, and must be used within five days after issuance unless an extension of time on account of illness is granted by the chief of bureau; but employees whose services have been terminated during the period between November 11, 1918, and the date of the passage of the Act, inclusive, may be granted such transportation upon application within twenty days from the date of the passage of the Act. Transportation shall not be issued under the terms of this paragraph to employees who have at the time of their separation from the service been granted more than accrued leave until appropriate refund has been made for leave of absence in excess of the leave with pay accrued during the term of employment.

3. The expenses of such railroad and sleeping-car accommodations will be charged against any available appropriation of the bureau concerned.

The all other executive departments and independent establishments from the appropriation for the support of the various services such persons are employed.

Sec. 4. That any employee who would be entitled to transportation, including sleeping-car accommodations, under this Act and who has left the District of Columbia prior to the passage of this Act, but not before December tenth, nineteen hundred and thirteen, upon application and presentation within sixty days after the passage of this Act of proper proof shall have refunded the cost of actual railroad transportation, including sleeping-car accommodations, from the District of Columbia to the place from which employment was accepted, or to their legal residence, or to such other place not a greater distance from which the employee may have gone: Provided, That payment to any employee for leave of absence not earned in proportion to the term of employment shall be deducted from the refund authorized in this section.

Sec. 5. That the provision made in this Act for the transportation of employees shall not be supplemented in any manner by the various services in which they are employed.

Sec. 6. That the provisions made in this Act for the transportation of employees shall not apply to those who enter such service after the passage of this Act.

In order to secure uniformity of practice throughout the Department, the following procedure will be observed by officials in respect to such employees receiving compensation, exclusive of the additional \$150, at the rate of not more than \$1,400 per annum or less than \$100 per annum, under their respective jurisdiction, as have come to the District of Columbia since April 6, 1917, whose services no longer are required, and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November 11, 1918, to February 20, 1919, inclusive:

1. Office of Bureau will forward to each such employee one transportation request drawn on the railroad company to cover the railroad fare and a second transportation request on the sleeping-car company from the District of Columbia to the place from which he accepted employment, or to his legal residence, or to such other place not a greater distance, as the employee may elect.

2. Each transportation request must be applied for within ten days after the termination of service, and must be used within five days after issuance unless an extension of time on account of illness is granted by the chief of bureau; but employees whose services have been terminated during the period between November 11, 1918, and the date of the passage of the Act, inclusive, may be granted such transportation upon application within twenty days from the date of the passage of the Act. Transportation shall not be issued under the terms of this paragraph to employees who have at the time of their separation from the service been granted more than accrued leave until appropriate refund has been made for leave in excess of the leave which was accrued during the term of employment.

3. The expenses of such railroad and sleeping-car accommodations will be charged against any available appropriation of the Bureau concerned.

4. Any employee who would be entitled to transportation, including sleeping-car accommodations, who left the District of Columbia prior to the passage of the Act, but not before December 10, 1918, upon application and presentation within sixty days after the passage of the Act of proper proof shall have refunded to him by the bureau concerned the cost of actual railroad transportation, including sleeping-car accommodations, from the District of Columbia to the place from which employment was accepted, or to his legal residence, or to such other place not a greater distance to which the employee may have gone; but payment to any employee for leave of absence not earned in proportion to the term of employment shall be deducted by the bureau concerned from the refund authorized. Such refunds will be made on reimbursement vouchers (Form 4).

5. The provision made in the Act for the transportation of such employees shall not be supplemented in any manner.

6. The provisions made in the Act for the transportation of employees shall not apply to those who enter the Department after the passage of the Act.

7. Each employee furnished with transportation under the provisions of the Act should be informed that the sale, exchange, or transfer of such transportation for the use of another will subject him to punishment by a fine of not more than \$100.

A. J. Washin.
Secretary.

FILE
P. L. GLADMON



DEPARTMENT OF AGRICULTURE

WASHINGTON, *January 16, 1919.*

MEMORANDUM NO. *261*

Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

The attention of administrative officers of the Department of Agriculture is invited to the following Act, *Which has been approved by the President,* ~~approved January, 1919,~~
(*H.R. 13261* }
~~Public No.~~ }

AN ACT

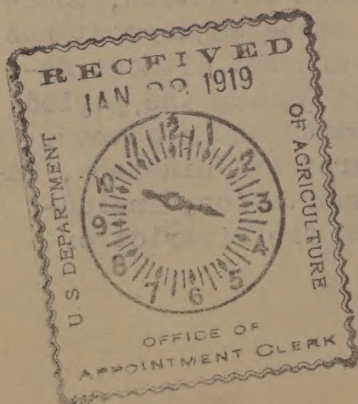
Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the heads of the several executive departments and other governmental establishments in the District of Columbia are authorized to furnish to such civilian employees, receiving compensation, exclusive of the additional \$120, at the rate of not more than \$1,400 per annum or less than \$100 per annum, under their respective jurisdiction as have come to the District of Columbia since April sixth, nineteen hundred and seventeen, whose services are no longer required and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November eleventh, nineteen hundred and eighteen, to February twentieth, nineteen hundred and nineteen, inclusive, their actual railroad transportation, including sleeping-car accommodations, from the District of

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P.L. GLAVIN

DEPARTMENT OF AGRICULTURE

WASHINGTON



Columbia to the place from which they accepted employment or to their legal residence, or to such other place not a greater distance as the employee may elect.

Sec. 2. That such transportation must be applied for within ten days after the termination of service and shall be used within five days after issuance unless an extension of time on account of illness be granted by the proper authority: Provided, That as to the employees whose services have been terminated during the period between November eleventh, nineteen hundred and eighteen, and the date of the passage of this Act, ^{inclusive,} the time within which transportation shall be applied for shall be twenty days from the date of the passage of this Act. Any person who shall sell, exchange, or transfer such transportation for the use of another shall be punished by a fine of not more than \$100.

Sec. 3. That the expenses authorized by this Act shall be paid from the following appropriations for the fiscal year nineteen hundred and nineteen, which hereby are made available therefor:

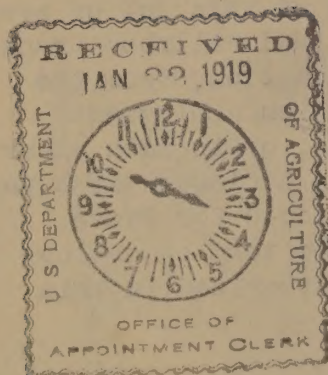
For the War Department, from "Transportation of the Army and its supplies."

For the Navy Department, from "Pay, miscellaneous."

For all other executive departments and independent establishments, from the appropriations for the support of the services in which such persons are employed.

Sec. 4. That any employee who would be entitled to transportation, including sleeping-car accommodation, under this Act and who has left the District of Columbia prior to the passage of this Act, but not before December tenth, nineteen hundred and eighteen, upon application and presentation within sixty days after the passage of this Act of proper proof shall have refunded the cost of actual railroad transportation, including sleeping-car accommodation, from the District of Columbia to the place from which employment was accepted, or to their legal residence, or to such other place not a greater distance to which the employee may have gone: Provided, That payment to any employee for leave of absence not earned in proportion to the term of employment shall be deducted from the refund authorized in this section.

Sec. 5. That the provision made in this Act for the transportation of employees shall not be supplemented in any manner by the various services in which they are employed.



Sec. 6. That the provisions made in this Act for the transportation of employees shall not apply to those who enter such service after the passage of this Act.

In order to secure uniformity of practice throughout the Department, the following procedure will be observed by chiefs of bureaus in regard to such employees, receiving compensation, exclusive of the additional \$120, at the rate of not more than \$1,400 per annum or less than \$100 per annum, under their respective jurisdiction, as have come to the District of Columbia since April 6, 1917, whose services no longer are required, and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November 11, 1918, to February 20, 1919, inclusive:

1. Chiefs of bureaus will furnish to each such employee one transportation request drawn on the railroad company to cover the railroad fare and a second transportation request on the sleeping-car company from the District of Columbia to the place from which he accepted employment, or to his legal residence, or to such other place not a greater distance, as the employee may elect.

2. Such transportation must be applied for within ten days after the termination of service, and must be used within five days after issuance unless an extension of time on account of illness is granted by the chief of bureau; but employees whose services have been terminated during the period between November 11, 1918, and the date of the passage of the Act, inclusive, may be granted such transportation upon application within twenty days from the date of the passage of the Act. Transportation shall not be issued under the terms of this paragraph to employees who have at the time of their separation from the service been



granted more than accrued leave, until appropriate refund has been made for leave of absence in excess of the leave with pay accrued during the term of employment.

3. The expenses of such railroad and sleeping-car accommodations will be charged against any available appropriation of the Bureau concerned.

4. Any employee who would be entitled to transportation, including sleeping-car accommodations, who left the District of Columbia prior to the passage of the Act, but not before December 10, 1918, upon application and presentation within sixty days after the passage of the Act of proper proof shall have refunded to him by the bureau concerned the cost of actual railroad transportation, including sleeping-car accommodations, from the District of Columbia to the place from which employment was accepted, or to his legal residence, or to such other place not a greater distance to which the employee may have gone; but payment to any employee for leave of absence not earned in proportion to the term of employment shall be deducted by the bureau concerned from the refund authorized. Such refunds will be made on reimbursement vouchers (Form 4).

5. The provision made in the Act for the transportation of such employees shall not be supplemented in any manner.

6. The provisions made in the Act for the transportation of employees shall not apply to those who enter the Department after the passage of the Act.

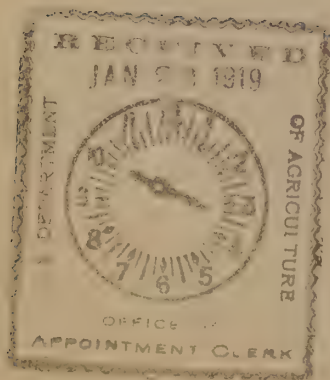
7. Each employee furnished with transportation under the provisions of the Act should be informed that the sale, exchange or trans-



fer of such transportation for the use of another will subject him to punishment by a fine of not more than \$100.

J. F. Hartman

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

m-

January 16, 1919.



Dear Mr. Zappone:

Here is the memorandum regarding the payment of transportation from the District of Columbia of Government employees whose services are no longer required. I am also enclosing a copy of the bill, which Mr. Woulfe tells me is an exact copy of the measure as it was submitted to the President. Will you not compare this bill with the Act quoted in the memorandum and make any other changes in the memorandum that may be necessary, so that we can issue it as promptly as possible?

A handwritten signature in dark ink, appearing to be "J. H. ...", written over a faint horizontal line.

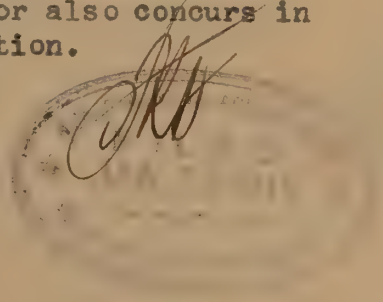
Assistant to the Secretary.

Jan. 15, 1919.

MEMORANDUM.

The attached memorandum has been prepared by the Finance Committee. There is one phase of it to which I ought to call your attention. Section 2 deals with employees who have not left the District. Section 4 deals with those who left the District prior to the passage of the Act and provides that, "Payment to any employee for leave of absence not earned in proportion to the term of employment shall be deducted from the refund authorized in this section."

It seems to me, and the Finance Committee concurs in this view, that a similar proviso ought to be attached to payments to employees who have not left the District, so that all will be placed on the same basis. The Solicitor also concurs in this suggestion.



DEPARTMENT OF AGRICULTURE

WASHINGTON

December 27, 1918. *1. Amended*

MEMORANDUM NO. _____

Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

The attention of administrative officers of the Department of Agriculture is invited to the following Act, approved January , 1919, (Public No.):

AN ACT

Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the heads of the several executive departments and other governmental establishments in the District of Columbia are authorized to furnish to such civilian employees, receiving compensation, exclusive of the additional \$120, at the rate of not more than \$1,400 per annum or less than \$100 per annum, under their respective jurisdiction as have come to the District of Columbia since April sixth, nineteen hundred and seventeen, whose services are no longer required and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November eleventh, nineteen hundred and eighteen, to February twentieth, nineteen hundred and nineteen, inclusive, their actual railroad transportation, including sleeping-car accommodations, from the District of

Columbia to the place from which they accepted employment or to their legal residence, or to such other place not a greater distance as the employee may elect.

Sec. 2. That such transportation must be applied for within ten days after the termination of service and shall be used within five days after issuance unless an extension of time on account of illness be granted by the proper authority: Provided, That as to the employees whose services have been terminated during the period between November eleventh, nineteen hundred and eighteen, and the date of the passage of this Act, inclusive, the time within which transportation shall be applied for shall be twenty days from the date of the passage of this Act. Any person who shall sell, exchange, or transfer such transportation for the use of another shall be punished by a fine of not more than \$100.

Sec. 3. That the expenses authorized by this Act shall be paid from the following appropriations for the fiscal year nineteen hundred and nineteen, which hereby are made available therefor:

For the War Department, from "Transportation of the Army and its supplies."

For the Navy Department, from "Pay, miscellaneous."

For all other executive departments and independent establishments, from the appropriations for the support of the services in which such persons are employed.

Sec. 4. That any employee who would be entitled to transportation, including sleeping-car accommodations, under this Act and who has left the District of Columbia prior to the passage of this Act, but not before December tenth, nineteen hundred and eighteen, upon application and presentation within sixty days after the passage of this Act of proper proof shall have refunded the cost of actual railroad transportation, including sleeping-car accommodation, from the District of Columbia to the place from which employment was accepted, or to their legal residence, or to such other place not a greater distance to which the employee may have gone: Provided, That payment to any employee for leave of absence not earned in proportion ^{of} the term of employment shall be deducted from the refund authorized in this section.

Sec. 5. That the provision made in this Act for the transportation of employees shall not be supplemented in any manner by the various services in which they are employed.

Sec. 6. That the provisions made in this Act for the transportation of employees shall not apply to those who enter such service after the passage of this Act.

In order to secure uniformity of practice throughout the Department, the following procedure will be observed by chiefs of bureaus in regard to such employees, receiving compensation, exclusive of the additional \$120, at the rate of not more than \$1,400 per annum or less than \$100 per annum, under their respective jurisdiction, as have come to the District of Columbia since April 6, 1917, whose services ~~are~~ ^{are} no longer ^{are} required, and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November 11, 1918, to February 20, 1919, inclusive:

1. Chiefs of bureaus will furnish to each such employee one transportation request drawn on the railroad company to cover the railroad fare and a second transportation request on the sleeping-car company from the District of Columbia to the place from which he accepted employment, or to his legal residence, or to such other place not a greater distance, as the employee may elect.

2. Such transportation must be applied for within ten days after the termination of service, and must be used within five days after issuance unless an extension of time on account of illness is granted by the chief of bureau; but employees whose services have been terminated during the period between November 11, 1918, and the date of the passage of the Act, inclusive, may be granted such transportation upon application within twenty days from the date of the passage of the Act. (X)

3. The expenses of such railroad and sleeping-car accommodations will be charged against any available appropriation of the Bureau concerned.

4. Any employee who would be entitled to transportation, including sleeping-car accommodations, who left the District of Columbia prior to the passage of the Act, but not before December 10, 1918, upon application and presentation within sixty days after the passage of the Act of proper proof shall have refunded to him by the bureau concerned the cost of actual railroad transportation, including sleeping-car accommodations, from the District of Columbia to the place from which employment was accepted, or to his legal residence, or to such other place not a greater distance to which the employee may have gone; but payment to any employee for leave of absence not earned in proportion to the term of employment shall be deducted by the bureau concerned from the refund authorized. Such refunds will be made on reimbursement vouchers (From 4).

5. The provision made in the Act for the transportation of such employees shall not be supplemented in any manner.

6. The provisions made in the Act for the transportation of employees shall not apply to those who enter the Department after the passage of the Act.

7. Each employee furnished with transportation under the provisions of the Act should be informed that the sale, exchange or transfer of such transportation for the use of another will subject him to punishment by a fine of not more than \$100.

Secretary.

Transportation shall not be issued under the terms of this paragraph to employees who have at the time of their separation from the service been granted more than accrued leave, until appropriate refund has been made for leave of absence in excess of the leave with pay accrued during the term of employment.

H. R. 13261.

IN THE SENATE OF THE UNITED STATES

DECEMBER 12, 1918.

Read twice and referred to the Committee on Appropriations.

AN ACT



Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That the heads of the several executive departments and
4 other governmental establishments in the District of Co-
5 lumbia are authorized to furnish to such civilian employees,
6 receiving compensation, exclusive of the additional \$120, at
7 the rate of not more than \$1,400 per annum or less than
8 \$100 per annum, under their respective jurisdiction as have
9 come to the District of Columbia since April sixth, nineteen
10 hundred and seventeen, whose services are no longer required
11 and whose employment has been or may be terminated by
12 the Government without delinquency or misconduct on their
13 part during the period from November eleventh, nineteen
14 hundred and eighteen, to ^{February 20,} ~~March thirty-first,~~ nineteen hundred
15 and nineteen, inclusive, their actual railroad transportation,

1 including sleeping-car accommodations, from the District of
 2 Columbia to the place from which they accepted employment
 3 or to their legal residence, or to such other place not a greater
 4 distance as the employee may elect.

5 SEC. 2. That such transportation must be applied for
 6 within ten days after the termination of service and shall
 7 be used within five days after issuance unless an extension
 8 of time on account of illness be granted by the proper
 9 authority: *Provided*, That as to the employees whose
 10 services have been terminated during the period between
 11 November eleventh, nineteen hundred and eighteen, and
 12 the date of the passage of this Act, ~~inclusive, the foregoing~~
 13 ~~limitation of ten days shall operate~~ from the date of the pas-
 14 sage of this Act. Any person who shall sell, exchange, or
 15 transfer such transportation for the use of another shall be
 16 punished by a fine of not more than \$100.

17 SEC. 3. That the expenses authorized by this Act shall
 18 be paid from the following appropriations for the fiscal year
 19 nineteen hundred and nineteen, which hereby are made
 20 available therefor:

21 For the War Department, from "Transportation of the
 22 Army and its supplies."

23 For the Navy Department, from "Pay, miscellaneous."

24 For all other executive departments and independent
 25 establishments, from the appropriations for the support of the
 26 services in which such persons are employed.

*the time within which transportation
 shall be applied for shall be
 twenty days.*

1 SEC. 4. That any employee who would be entitled to
2 transportation, including sleeping-car accommodation, under
3 this Act and who has left the District of Columbia prior to
4 the passage of this Act, but not before December tenth, nine-
5 teen hundred and eighteen, upon application and presenta-
6 tion within sixty days after the passage of this Act of proper
7 proof shall have refunded the cost of actual railroad trans-
8 portation, including sleeping-car accommodation, from the
9 District of Columbia to the place from which employment
10 was accepted, or to their legal residence, or to such other
11 place not a greater distance to which the employee may have
12 gone: *Provided*, That payment to any employee for leave
13 of absence not earned in proportion to the term of employ-
14 ment shall be deducted from the refund authorized in this
15 section.

16 SEC. 5. That the provision made in this Act for the
17 transportation of employees shall not be supplemented in any
18 manner by the various services in which they are employed.

19 SEC. 6. That the provisions made in this Act for the
20 transportation of employees shall not apply to those who
21 enter such service after the passage of this Act.

Passed the House of Representatives December 11, 1918.

Attest:

SOUTH TRIMBLE,

Clerk.

65TH CONGRESS, }
3^D Session. } H. R. 13261.

AN ACT

Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

DECEMBER 12, 1918.—Read twice and referred to the Committee on Appropriations.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF CROP ESTIMATES,
WASHINGTON, D. C.

Dec. 19, 1918.

Referred to Mr. Zappone-

for attention of the sub-
committee.



Chairman,
Advisory Com. on Finance
and Business Methods.

Ad to be
of functions
file sent to the
President and
approved by him
2/2/19

65TH CONGRESS,
3D SESSION.

H. R. 13261.

IN THE HOUSE OF REPRESENTATIVES.

DECEMBER 14, 1918.

Ordered to be printed with the amendments of the Senate numbered.



AN ACT

Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That the heads of the several executive departments and
4 other governmental establishments in the District of Co-
5 lumbia are authorized to furnish to such civilian employees,
6 receiving compensation, exclusive of the additional \$120, at
7 the rate of not more than \$1,400 per annum or less than
8 \$100 per annum, under their respective jurisdiction as have
9 come to the District of Columbia since April sixth, nineteen
10 hundred and seventeen, whose services are no longer required
11 and whose employment has been or may be terminated by

65TH CONGRESS, }
3^D Session. } **H. R. 13261.**

AN ACT

Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required.

IN THE HOUSE OF REPRESENTATIVES.

DECEMBER 14, 1918.—Ordered to be printed with the amendments of the Senate numbered.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Urgent

OFFICE OF INSPECTION

File 170-5

December 19, 1918.

MEMORANDUM FOR MR. ESTABROOK.



Dear Mr. Estabrook:

In the attached memorandum of December 19, addressed to Mr. Ashley, Mr. Harrison suggests that the Finance Committee give consideration to the preparation of an appropriate memorandum for the Secretary's signature relative to the payment of transportation expenses home for all war workers whose services are no longer required. As Mr. Ashley will be away from the office until Monday, I am referring the matter to you, as Chairman of the Finance Committee.

Very truly yours,

William H. Williams
Inspector.

(Enclosure)

Ry Hesse

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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December 19, 1918.

MEMORANDUM FOR MR. ASHLEY.



Dear Mr. Ashley:

Please note the attached clipping from last night's Star. It indicates that the House yesterday adopted the conference report on the joint resolution providing for the payment of transportation expenses home for all war workers whose services are no longer required here. The conference report was adopted by the Senate several days ago and the bill now goes to the President for signature. Will you not take the matter up with the Finance Committee immediately and have an appropriate memorandum prepared, for the Secretary's signature, instructing the bureaus how to proceed under the act.

Very truly yours,

J. H. Harbo
Assistant to the Secretary.

Enc.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON
Division of Agriculture

January 16, 1919.



Dear Mr. Zappone:

Here is the memorandum regarding the payment of transportation from the District of Columbia of Government employees whose services are no longer required. I am also enclosing a copy of the bill, which Mr. Woulfe tells me is an exact copy of the measure as it was submitted to the President. Will you not compare this bill with the Act quoted in the memorandum and make any other changes in the memorandum that may be necessary, so that we can issue it as promptly as possible?

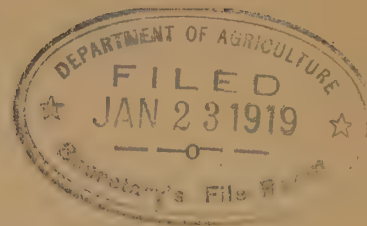
Assistant to the Secretary.

FOLLOW UP

Assistant to the Surgeon.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

January 13, 1919.



Dear Mr. Harrison:

I have made the change in paragraph 2, as suggested by you and have marked it in pencil so that you can see just what has been done. No other change has been made in the memorandum.

As suggested, I have consulted with the officials of the Treasury Department but nothing has been done by them up to this time. I let the Chief Clerk of the Treasury see our memorandum and he said he thought it covered the case very nicely and asked for a copy of the same which I am sending him. I have asked Mr. Wolf to endeavor to get a copy of the parchment bill, and if he is successful it might be well to let this memorandum go out without giving the date of approval or the number of the public document. I understand the President has cabled his approval, but it may be ten days before we are able to get a copy of the bill.

Respectfully,

A. J. Appone

THE UNIVERSITY OF CHICAGO
LIBRARY



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

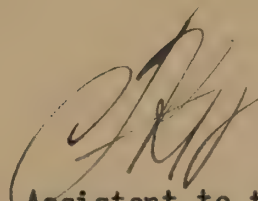
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December 30, 1918.

Dear Mr. Zappone:

Please note that the Solicitor has initialed the proposed memorandum regarding the payment of the transportation from the District of Columbia of Governmental employees whose services are no longer required. Only one thought occurs to me. In Section 4, which deals with employees who left the service between the date of the signing of the Armistice and December 10, it is provided, "That payment to any employee for leave of absence not earned in proportion to the term of employment shall be deducted from the refund authorized in this section." Should we insert a similar provision with reference to those employees to whom transportation requests will be furnished?

Perhaps you will wish to discuss the circular with the officials of the Treasury Department before it is issued here.



Assistant to the Secretary.





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Please return to
the Secretary's File Room

February 11, 1919.

MEMORANDUM NO. 262

Revoking Memorandum No. 233 Regarding the Employment
of Laborers on Government Contracts.

Memorandum No. 233, dated April 24, 1918, entitled "Employment of Laborers on Government Contracts" is hereby revoked. A letter has just been received from the Secretary of Labor stating that, since the necessity for controlling the recruitment of labor in the interest of a proper distribution of war work no longer exists, the Department of Labor has removed the restrictions upon advertising for labor and that it is unnecessary to continue memorandum No. 233 in force.

J. S. Hackett

Secretary.

Approved by the Board of Directors
February 19, 1911



Very truly yours,
[Signature]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 11, 1919.

MEMORANDUM No. 262.

Revoking Memorandum No. 233, Regarding the Employment
of Laborers on Government Contracts.

Memorandum No. 233, dated April 24, 1918, entitled "Employment of Laborers on Government Contracts," is hereby revoked. A letter has just been received from the Secretary of Labor stating that, since the necessity for controlling the recruitment of labor in the interest of a proper distribution of war work no longer exists, the Department of Labor has removed the restrictions upon advertising for labor, and that it is unnecessary to continue Memorandum No. 233 in force.

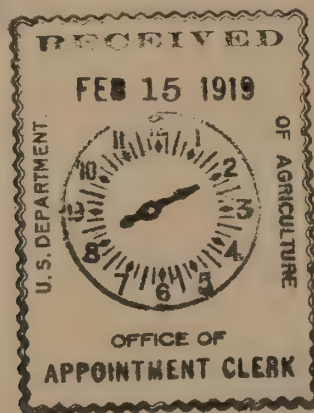
D. J. Harshin.

Secretary.

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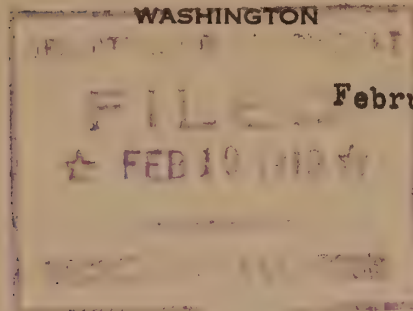
U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF APPOINTMENT CLERK

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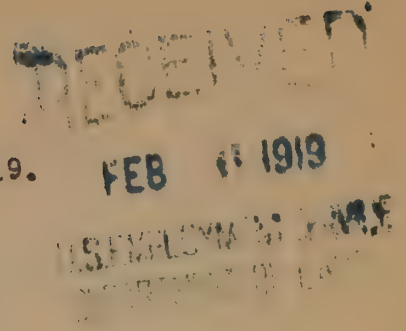


DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY



February 4, 1919.



Sir:

In reply to your letter of January 28th, I beg to advise that since the necessity of controlling the recruitment of labor in the interest of a proper distribution to war work covered by the national program no longer exists, this Department has removed restrictions upon advertising for labor; and accordingly, it does not request that you continue in force your Memorandum No.233, dated April 24, 1918.

With appreciation of your co-operation during the war period, I have the honor to be,

Respectfully yours,

W. H. Wilson
Secretary.

The Honorable,
The Secretary of Agriculture.

SHEF:D



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 24, 1918.

MEMORANDUM NO. 283.

Employment of Laborers on Government Contracts.

The Department is advised by the Secretary of Labor that very much disorganization of labor engaged upon Government construction work has occurred by reason of misdirected and uncontrolled efforts of individual contractors, through advertisements and otherwise, to obtain labor for the performance of their contracts, frequently resulting in competition for labor between two or more contractors engaged in the execution of separate and independent contracts for the Government. It has not infrequently happened that laborers employed upon one Government contract have been drawn therefrom by offers of other contractors engaged upon different pieces of Government work. This has not only delayed the performance of the contracts but has increased the cost of the work as well.

On the recommendation of the Secretary of Labor, in order to remedy these conditions as far as possible hereafter all invitations for bids for the performance of work for the Department of Agriculture involving the employment of labor shall contain the following notices:

The award of contract on any bid submitted for the performance of this work is conditioned upon the bidder agreeing not to advertise in newspapers or by any other means for labor of any kind whatsoever for

employment thereon, except in cases of unusual necessity where it would be advantageous to the interests of the Government and then only in such manner and under such conditions as may be approved in advance by the United States Department of Labor, and upon the bidder agreeing, in the event he requires additional labor, to obtain and accept such labor through the agency of the United States Employment Service of the said Department of Labor. A provision will be incorporated in each written contract providing for the employment of labor by the successful bidder in the manner above indicated.

A handwritten signature in cursive script, appearing to read "A. J. Johnston".

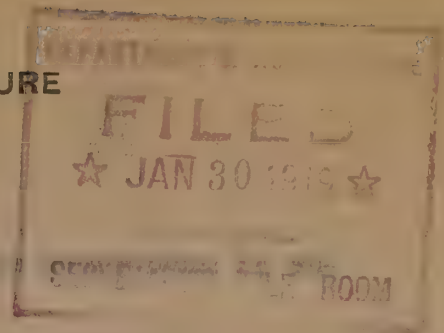
Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

McG.



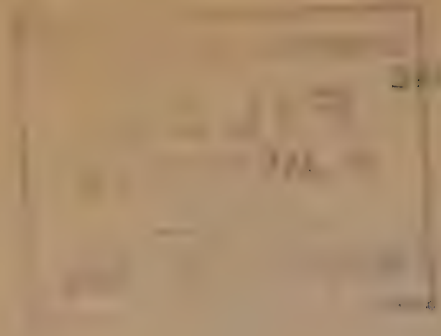
January 28, 1919.

The Honorable

The Secretary of Labor.

Sir:

Under date of March 16, 1918, you addressed a letter to the Secretary of Agriculture concerning the disorganization of labor incident to the uncontrolled efforts of contractors upon separate Government construction projects to obtain their supplies of labor, which condition was aggravated by the competition of the contractors in securing labor through the medium of newspaper and handbill advertising. After setting forth other features of the situation, you stated "May I, therefore, inquire whether in executing future contracts, you will not be disposed to insert a clause prohibiting advertising for labor in any form by contractors engaged in Government work, either in the newspapers or by other means, and also to obtain an agreement from such contractors to take such additional labor as they require through the agency of the U. S. Employment Service of the Department of Labor." Pursuant to your request, under date of April 24, 1918, Memorandum No. 233 of the Office of the Secretary, entitled "Employment of Laborers on Government Contracts" was issued for the guidance of



UNIVERSITY OF MICHIGAN
LIBRARY
ANN ARBOR, MICHIGAN

May 10, 1911

Dear Sir,

I have the pleasure to inform you

that

the University of Michigan has received from the
Library of the University of Toronto a copy of the
report of the Committee on the Administration of the
University of Toronto for the year 1910. The report
contains a detailed account of the work of the
University of Toronto during the year 1910, and
of the progress of the various departments of the
University. It also contains a list of the names of
the members of the various committees and boards
of the University, and a list of the names of the
officers and faculty of the University. The report
is a valuable document, and it is hoped that it
will be of interest to you. I am, Sir, very
truly, your obedient servant,
The Librarian

the officials of this Department. A copy of the memorandum is enclosed herewith.

It recently became necessary for our Bureau of Public Roads to procure quickly the services of some laborers on a construction job in the field and, in an informal manner, that Bureau telephoned to the Employment Service of the Department of Labor, requesting that they be informed whether, under present conditions, it was necessary to adhere to the instructions contained in Memorandum No. 233. The advice from the Employment Service was to the effect that the necessity for this restriction did not appear to exist and that, therefore, it would not be necessary outside the city of Washington to prohibit contractors on National Forest road work from advertising for laborers.

I am writing to request confirmation of this advice given by the Employment Service. Will you be good enough, therefore, to let me know whether the conditions which made necessary the restrictions imposed by Memorandum No. 233 still obtain or whether the situation is such that an amendment to that memorandum may now be promulgated for the information of the officials of this Department?

Respectfully,
Secretary's File Room
(Signed)


Acting Secretary.

Enclosure.

The Attorney General is hereby notified that the
above is true.

I am writing to request confirmation of the
information that I have received from the
Department of Justice regarding the
status of the case. I am writing to request
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

January 28, 1919.

The Honorable

The Secretary of Labor.

Sir:

Under date of March 16, 1918, you addressed a letter to the Secretary of Agriculture concerning the disorganization of labor incident to the uncontrolled efforts of contractors upon separate Government construction projects to obtain their supplies of labor, which condition was aggravated by the competition of the contractors in securing labor through the medium of newspaper and handbill advertising. After setting forth other features of the situation, you stated "May I, therefore, inquire whether in executing future contracts, you will not be disposed to insert a clause prohibiting advertising for labor in any form by contractors engaged in Government work, either in the newspapers or by other means, and also to obtain an agreement from such contractors to take such additional labor as they require through the agency of the U. S. Employment Service of the Department of Labor." Pursuant to your request, under date of April 24, 1918, Memorandum No. 233 of the Office of the Secretary, entitled "Employment of Laborers on Government Contracts" was issued for the guidance of

the officials of this Department. A copy of the memorandum is enclosed herewith.

It recently became necessary for our Bureau of Public Roads to procure quickly the services of some laborers on a construction job in the field and, in an informal manner, that Bureau telephoned to the Employment Service of the Department of Labor, requesting that they be informed whether, under present conditions, it was necessary to adhere to the instructions contained in Memorandum No. 233. The advice from the Employment Service was to the effect that the necessity for this restriction did not appear to exist and that, therefore, it would not be necessary outside the city of Washington to prohibit contractors on National Forest road work from advertising for laborers.

I am writing to request confirmation of this advice given by the Employment Service. Will you be good enough, therefore, to let me know whether the conditions which made necessary the restrictions imposed by Memorandum No. 233 still obtain or whether the situation is such that an amendment to that memorandum may now be promulgated for the information of the officials of this Department?

Respectfully,
Secretary's File Room
(Signed)

S. Christie
Acting Secretary.

Enclosure.

~~W.H.~~
I told Allen that if
Crowley advised him it
was unnecessary to follow
instruction announced in
Memo 233 re advertising
for labor - in the particular
case he took up with Crowley -
it would seem O.K. to go ahead.

I did not say anything
about removing the
restriction generally, though
I imagine it is now
all right to do so.

H.J.S.

I attached letter to Secy of
Labor for consideration - viz Act Secy.

THE SECRETARY OF THE ARMY

WASHINGTON, D. C.

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PUBLIC ROADS
WASHINGTON D. C.

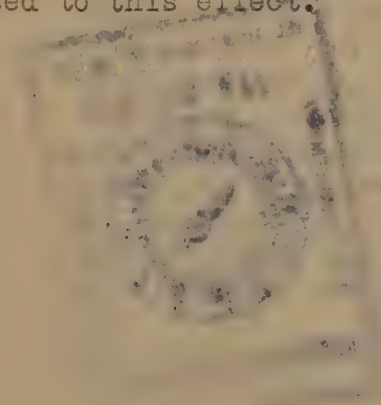
IN YOUR REPLY PLEASE
REFER TO FILE NO. A-1

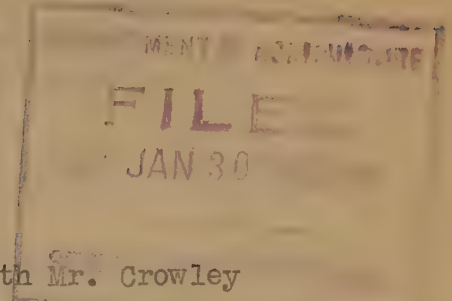
January 24, 1919.
2.00 p. m.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Yesterday after telephone conversation with Mr. Crowley of the Employment Bureau of the Department of Labor, during which he stated it is no longer necessary outside the City of Washington to prohibit contractors on National Forest road work from advertising for laborers, Mr. H. F. Pitts, Private Secretary to the Secretary of Agriculture, was talked with on the phone and said in view of the statement by Mr. Crowley it would not be necessary to follow the directions in Memorandum 233 relating to advertisement for laborers. Those of our District Engineers having National Forest road work to do have therefore been advised to this effect.


L. H. Wilson
Acting Director.



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FILED

OCT 16 1926

Please read
the Secretary's

DEPARTMENT OF AGRICULTURE

WASHINGTON

February 13, 1919.

563
MEMORANDUM NO. 262.

Amending paragraphs 29, 31 and 46 of the fiscal regulations.

Under the authority conferred upon the Secretary of Agriculture by law, paragraphs 29, 31 and 46 of the Fiscal Regulations of the Department of Agriculture prescribed July 1, 1917, are hereby amended to read, respectively, as follows, effective February 15, 1919:

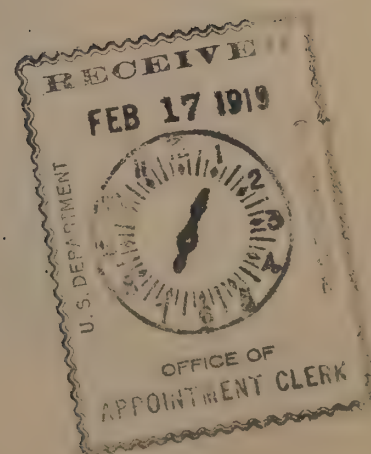
29. Purchase Orders Approved by the Secretary.

All orders for job work, or for the purchase of supplies, in excess of \$100 must be approved by the Secretary except in the case of the Weather Bureau, the Forest Service, and the Bureau of Public Roads, which may issue purchase orders for amounts not exceeding \$500, and except in case of the Forest Service and the Bureau of Public Roads, which may, for amounts less than \$2500, also let contracts for road construction station work and issue purchase orders for supplies, materials, or equipment required exclusively for the construction and maintenance of roads or trails under the provisions of the 10% forest road and trail provisions, section 8 of the Federal aid road act, general improvement funds, and with the prior approval of the Secretary, specific cooperative funds deposited for road improvement work; but no automobiles, motor boats, or other motor-driven vehicles, no cameras or lenses, and no medicines for personal use (see par. 86, sec. m), shall be purchased without specific authority of the Secretary.

31. Acceptance of Bids; CONTRACT AND BOND.

No price shall be accepted unless it is reasonable. All bids and proposals shall be subject to these regulations. The contract of purchase will be complete and binding upon acceptance by the Department of the bid or proposal. The Chief of the Weather Bureau, the Forester, or a district forester when previously authorized in writing by the Forester,

DEPARTMENT OF AGRICULTURE
WASHINGTON

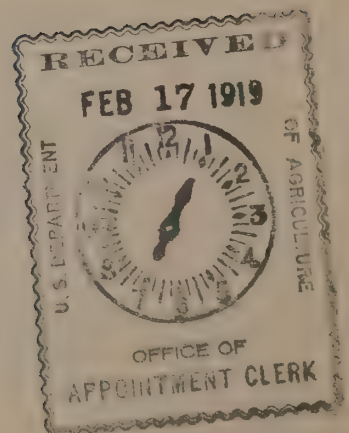


and the Director of the Bureau of Public Roads, or a district engineer of that Bureau when previously authorized in writing by the Director may accept bids or proposals when the amount involved is \$500 or less. The Forester or Director, and a district forester or a district engineer, when authorized as aforesaid, may, when the amount involved is less than \$2,500, accept bids or proposals for road construction station work or for supplies, materials and equipment required exclusively for the construction of roads or trails, giving notice of all acceptances by themselves. A formal contract and bond must be required for all construction work let to contract. In other cases the officer accepting the bid may, in his discretion, require such contract and bond. The services of the most available law officer of the Department should be utilized in preparing contracts and bonds. An official in charge of an experiment station in Alaska, Hawaii, Porto Rico, or the island of Guam, when previously authorized in writing by the Secretary, may accept bids or proposals up to amounts fixed in such authorization, and shall give notice of the acceptance thereof. In all other cases acceptances and notices thereof will be by the Secretary. Except in such cases and cases in which, pursuant to the Administrative Regulations, there may be a waiver, as evidence of contract of purchase, the Secretary may require the bidder or maker of a proposal to sign a written contract, supported by appropriate bond, when the amount involved is \$1,000 or more. When less than \$50 is involved, and answers to inquiries, made in compliance with the Fiscal Regulations, result in quotations of reasonable prices, the lowest price quoted may be used informally by the chief of the bureau concerned as the basis of purchases in the open market. Unless otherwise stated in the specifications, or advertisement for bids or proposals, or in the contract of purchase, the department shall be bound only for the particular supplies specified therein, and shall not be bound for supplies which may be purchased at any other time during that fiscal year.

46. Contract and Bond, When Required.

When bids for construction or road construction station work are accepted a contract and bond will be required.

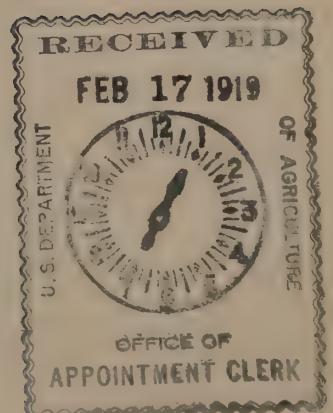
A contract and bond will, as a general rule, be required for supplies and materials procured under informal bid when the aggregate amount involved is more than \$1000, or when supplies and material, or equipment,



are procured by the Forest Service or Bureau of Public Roads exclusively for the construction or maintenance of roads or trails where the amount involved is \$2500 or more. This requirement may be waived, however, by the Secretary, when the articles to be purchased are of regular standard make or manufacture, and in connection with the purchase of seeds for Congressional distribution when immediate delivery is required.

A handwritten signature in dark ink, appearing to read "J. L. McArthur", is written over a horizontal line.

Secretary of Agriculture.



Alle
United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

January 25, 1919.

MEMORANDUM FOR THE SECRETARY.



Dear Mr. Secretary:

I transmit herewith a communication from the Acting Director of the Bureau of Public Roads, with further reference to the request of that Bureau under date of October 30, 1918, for the amendment of certain Paragraphs of the Fiscal Regulations in connection with contracts for road construction station work, together with an opinion of the Solicitor of the Department dated November 27, in which he suggests certain changes in the language of Paragraphs 29, 31 and 46 of the Fiscal Regulations if it be administratively determined to permit the Bureau of Public Roads to let contracts for road construction station work as requested. The amendments suggested by the Solicitor are believed by the Bureau of Public Roads to be workable and the Committee on Finance and Business Methods therefore recommends their approval. If approved, they will be included among the next amendments to the Fiscal Regulations when issued.

Very respectfully,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

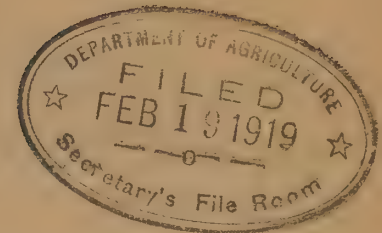


UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PUBLIC ROADS
WASHINGTON D. C.

IN YOUR REPLY PLEASE
REFER TO FILE NO. W-1

December 31, 1918.
10.00 a. m.

Mr. A. Zappone,
Acting Chairman, Advisory Committee
on Finance and Business Methods,
Department of Agriculture,
Washington, D. C.



Dear Mr. Zappone:

Referring to your letter of December 4, relative to amendment of certain paragraphs of the Fiscal Regulations in connection with contracts for road construction station work which was requested in my letter of November 13 to the Secretary of Agriculture, and the accompanying opinion of the Solicitor relating thereto, dated November 27, I would state that it is not my desire in case these amendments are made to do station work as stated on the first page of the Solicitor's opinion "without securing competition". It is proposed to proceed in accordance with the Fiscal Regulations, Section 30, Advertisements, No. 2, which states "or (2) by formal proposals sent to three or more dealers, when the aggregate amount involved exceeds \$50 and is less than \$2,500".

On pages 2 and 3 of the Solicitor's opinion, he gives a suggested wording for the amendment of Sections 29, 31, and 46, in case it be administratively determined to permit road construction station work contracts to be let. These have been carefully read and they are believed to be workable. It is, therefore, recommended that the

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PUBLIC ROADS
WASHINGTON D. C.

IN YOUR REPLY PLEASE
REFER TO FILE NO. 100-100000

Fiscal Regulations be amended in this manner as it is believed it will result in increased economy and efficiency on the jobs for which contractors may not be secured to construct the whole project as a unit.

Yours very truly,


Acting Director.

(Enclosure)

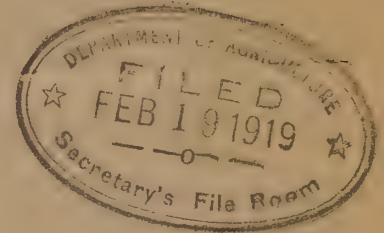


UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

CHAIRMAN ADVISORY COMMITTEE ON FINANCE
AND BUSINESS METHODS:

Reference is made to your memorandum of November 13, 1918, transmitting a letter from the Director of the Bureau of Public Roads, dated October 30, 1918, in part as follows:

Occasionally it is very advantageous on national forest road work to be able to let station contracts to do work, as is often done on railroad work, to sub-contractors known commonly in the Northwest as "station men". Very often where we are unable to let a contract for the whole or even a comparatively short section of a project we could let station contracts very advantageously. I believe we should be in a position to take advantage of every means that may be employed to economically prosecute this work and with this idea in view I respectfully recommend the amendment of the Fiscal Regulations, pages 19, 20 and 27, sections 29, 31 and 46. For section 29 I recommend that the ninth line read as follows: after the word "orders", "and let contracts for road construction station work for amounts less than \$2500, if such purchase orders and station work are for supplies, materials, work or equipment required exclusively, etc. etc." In section 31, twelfth line, after the word "of" insert the words "road construction station work." In section 46, fifth line, insert after the word "when" the words "road construction station work".



You say that the proposed plan contemplates the "stationing out" of certain work without securing competition and ask my opinion whether such a practice would be contrary to section 3709 of the revised statutes in part as follows:

All purchases and contracts for supplies or service, in any of the Departments of the Government, except for personal services shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the article, or performance of the service.



When immediate delivery or performance is required by the public exigency, the articles or services required may be procured by general purchase or contract at the places or in the manner in which such articles are usually bought and sold or such services engaged between individuals.

The language suggested by Mr. Page for amending the several Fiscal Regulations above referred to does not of itself, in my opinion, authorize the Director of the Bureau of Public Roads to let contracts for road construction station work in a manner different from that in which other contracts are let. It simply authorizes the director to let such contracts for road construction station work without submitting them to the Secretary for his approval. Of course, if a contract for road construction station work were let without complying with section 3709 supra, payment for work performed under such contract should not be made as such action would be in violation thereof.

If it be administratively determined to permit the Bureau of Public Roads to let contracts for road construction station work as requested by Mr. Page it is suggested that the paragraphs of the Fiscal Regulations referred to in Mr. Page's memorandum be amended to read, respectively, as follows:

29.

Purchase Orders Approved by the Secretary.

All orders for job work, or for the purchase of supplies, in excess of \$100 must be approved by the Secretary except in the case of the Weather Bureau, the Forest Service, and the Bureau of Public Roads, which may issue purchase orders for amounts not exceeding \$500, and except in case of the Forest Service and the Bureau of Public Roads, which may, for amounts less than \$2500, also let contracts for road construction station work and issue purchase orders [for supplies, materials, or equipment required exclusively for the construction and maintenance of roads or trails under the provisions of the 10% forest road and trail provision, section 8 of the Federal aid road act, general improvement funds, and with the prior approval of the Secretary, specific cooperative funds deposited for road improvement work; * * *

31.

Acceptance of Bids; CONTRACT AND BOND.

No price shall be accepted unless it is reasonable. All bids and proposals shall be subject to these regulations. The contract of purchase will be complete and binding upon acceptance by the Department of the bid or

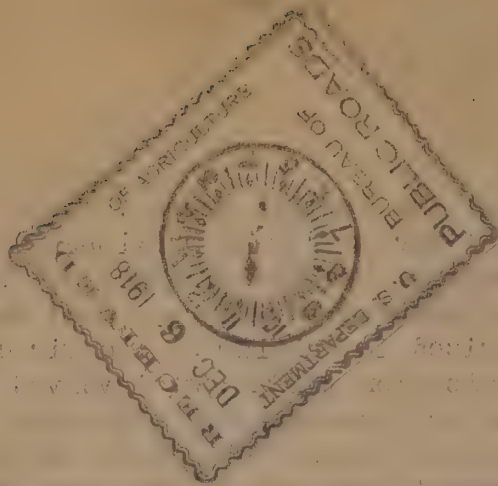
proposal. The Chief of the Weather Bureau, the Forester, or a district forester when previously authorized in writing by the Forester, and the Director of the Bureau of Public Roads, or a district engineer of that Bureau when previously authorized in writing by the Director may accept bids or proposals when the amount involved is \$500 or less. The Forester or Director, and a District Forester or a District Engineer, when authorized as aforesaid, may, when the amount involved is less than \$2,500, accept bids or proposals for road construction station work or for supplies, materials and equipment required exclusively for the construction of roads or trails, giving notice of all acceptances by themselves. A formal contract and bond must be required for all construction work let to contract. In other cases the officer accepting the bid may, in his discretion, require such contract and bond. The services of the most available law officer of the Department should be utilized in preparing contracts and bonds. (The remainder of the paragraph to remain unchanged).

46. CONTRACT AND BOND, WHEN REQUIRED. -- When bids for construction or road construction station work are accepted a contract and bond will be required.

A contract and bond will, as a general rule, be required for supplies and materials procured under informal bid when the aggregate amount involved is more than \$1000, or when supplies and material, or equipment, are procured by the Forest Service or Bureau of Public Roads exclusively for the construction or maintenance of roads or trails where the amount involved is \$2500 or more. This requirement may be waived, however, by the Secretary, when the articles to be purchased are of regular standard make or manufacture, and in connection with the purchase of seeds for Congressional distribution when immediate delivery is required.

Wm. M. Cavanaugh

Solicitor.



RECEIVED
DEC. 6, 1918
BUREAU OF AGRICULTURE
DEPARTMENT OF THE INTERIOR
PUBLIC ROADS

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DEC. 6, 1918
BUREAU OF AGRICULTURE
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BUREAU OF AGRICULTURE
DEPARTMENT OF THE INTERIOR
PUBLIC ROADS

United States Department of Agriculture,

Bureau of Crop Estimates,

Washington, D. C.

November 13, 1918

Mr. Wm. M. Williams,

Solicitor, Department of Agriculture.

Sir:

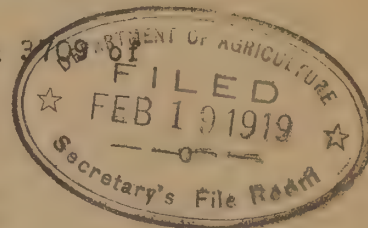
I beg to transmit herewith letter dated October 30, 1918, from the Director of the Bureau of Public Roads, to the Secretary of Agriculture, in the matter of station contracts for national forest road work, and recommending certain changes in paragraphs 29, 31, and 46 of the fiscal regulations. You will note that the proposed plan contemplates the "stationing out" of certain work without securing competition. Therefore, before taking any action in the matter, the Committee on Finance and Business Methods will appreciate an expression of opinion from you as to whether or not such a practice would be contrary to Section 3709 of the Revised Statutes.

Very respectfully,

Leon M. Estabrook

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.



UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF PUBLIC ROADS AND RURAL ENGINEERING,
WASHINGTON D. C.

IN YOUR REPLY PLEASE
REFER TO FILE NO. 1-4

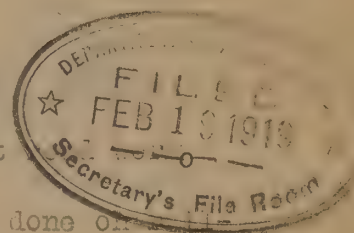
October 30, 1918
3 p.m.

*Recommendation
to consider and
recommend to be*

The Honorable

The Secretary of Agriculture

Sir:



Occasionally it is very advantageous on national forest to be able to let station contracts to do work, as is often done on road work, to sub-contractors known commonly in the Northwest as "station men". Very often where we are unable to let a contract for the whole or even a comparatively short section of a project we could let station contracts very advantageously. I believe we should be in a position to take advantage of every means that may be employed to economically prosecute this work and with this idea in view I respectfully recommend the amendment of the Fiscal Regulations, pages 19, 20 and 27, sections 29, 31 and 46. For section 29 I recommend that the ninth line read as follows: after the word "orders", "and let contracts for road construction station work for amounts less than \$2500, if such purchase orders and station work are for supplies, materials, work or equipment required exclusively, etc. etc." in section 31, twelfth line, after the word "of" insert the words "road construction station work." In section 46, fifth line, insert after the word "when" the words "road construction station work".

Believing that it will be in the interest of economy and efficiency to station out some of the work on the jobs for which no bids are

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PUBLIC AFFAIRS AND RURAL ENGINEERING
WASHINGTON, D. C.

RECEIVED
JAN 10 1918

TO THE EDITOR OF THE
WASHINGTON POST
WASHINGTON, D. C.
DEAR SIR:
I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the above mentioned subject.
The Department is at present engaged in a study of the problem of the distribution of the rural population, and it is hoped that the results of this study will be made known to the public in the near future.
Very respectfully,
J. H. HARRIS
Director

-2-

received, and on which construction should proceed immediately, I recommend the above changes for your earnest consideration.

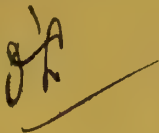
Very respectfully,

L. W. Page.

Director.

2. 11. 19

That part of the present regulations omitted from the draft prepared by the Solicitor is in parenthesis, with a line drawn through it. All new language introduced by the Solicitor in the proposed draft has been underscored.

A handwritten signature, possibly 'J. H.', followed by a long, sweeping horizontal flourish.

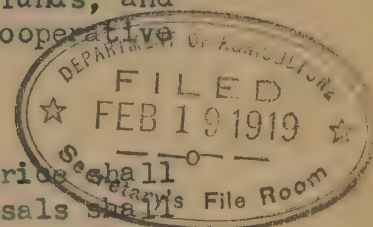
20.5.16



29. PURCHASE ORDERS APPROVED BY THE SECRETARY.- All orders ~~(for the purchase of supplies, or for job work)~~ for job work, or for the purchase of supplies, in excess of \$100 must be approved by the Secretary (,) except in the case of the Weather Bureau, the Forest Service, and the (Office) Bureau of Public Roads (and Rural Engineering), which may issue purchase orders for amounts not exceeding \$500, and except in case of the Forest Service and the (Office) Bureau of Public Roads (and Rural Engineering), which may, (also issue purchase orders) for amounts less than \$2500, (if such purchase orders are) also let contracts for road construction station work and issue purchase orders for supplies, materials, or equipment required exclusively for the construction and maintenance of roads or trails under the provisions of the 10 per cent forest road and trail provisions, section 8 of the Federal aid road act, general improvement funds, and (,) with the prior approval of the Secretary, specific cooperative funds deposited for road improvement work; ***

31. ACCEPTANCE OF BIDS; CONTRACT AND BOND.- No price shall be accepted unless it is reasonable. All bids and proposals shall be subject to these regulations. The contract of purchase will be complete and binding upon acceptance by the Department of the bid or proposal. The Chief of the Weather Bureau, the Forester, or a district forester when previously authorized in writing by the Forester, and the Director of the ~~(Office) Bureau of Public Roads (and Rural Engineering)~~, or a district engineer of that ~~(office) Bureau~~ when previously authorized in writing by the Director ~~(,)~~ may accept bids or proposals when the amount involved is \$500 or less ~~(;+)~~. ~~(in the case of supplies, materials, and equipment required exclusively for the construction or maintenance of roads or trails,)~~ The Forester or Director, and a district forester or a district engineer, when authorized as aforesaid, may ~~(accept bids or proposals)~~ when the amount involved is less than \$2,500, accept bids or proposals for road construction station work or for supplies, materials and equipment required exclusively for the construction of roads or trails, (shall give) giving notice of all acceptances by themselves (,). ~~(and may, when deemed necessary, require a)~~ A formal contract and bond ~~(utilizing the services of the most available law officer of the Department in the preparation of the same.)~~ must be required for all construction work let to contract. In other cases the officer accepting the bid may, in his discretion, require such contract and bond. The services of the most available law officer of the Department should be utilized in preparing contracts and bonds. ***

46. CONTRACT AND BOND, WHEN REQUIRED.- When bids for construction or road construction station work are accepted a contract and bond will be required.



A contract and bond will, as a general rule, be required for supplies and materials procured under informal (~~bids, and for construction work,~~) bid when the aggregate amount involved is more than \$1,000, or when supplies ~~(,)~~ and ~~(materials)~~ material, or equipment, are procured by the Forest Service or the ~~(Office)~~ Bureau of Public Roads ~~(and Rural Engineering required)~~ exclusively for the construction or maintenance of roads or trails where the amount involved is \$2,500 or more. This requirement may be waived, however, by the Secretary, when the articles to be purchased are of regular standard make or manufacture, and in connection with the purchase of seeds for congressional distribution when immediate delivery is required.

29. PURCHASE ORDERS APPROVED BY THE SECRETARY.- All orders ~~(for the purchase of supplies or for job work)~~ for job work, or for the purchase of supplies in excess of \$100 must be approved by the Secretary ~~(,)~~ except in the case of the Weather Bureau, the Forest Service, and the ~~(Office)~~ Bureau of Public Roads (and Rural Engineering), which may issue purchase orders for amounts not exceeding \$500, and except in case of the Forest Service and the ~~(Office)~~ Bureau of Public Roads (and Rural Engineering), which may (also issue purchase orders) for amounts less than \$2500, (if such purchase orders are) also let contracts for road construction station work and issue purchase orders for supplies, materials, or equipment required exclusively for the construction and maintenance of roads or trails under the provisions of the 10 per cent forest road and trail provisions, section 8 of the Federal aid road act, general improvement funds, and ~~(,)~~ with the prior approval of the Secretary, specific cooperative funds deposited for road improvement work; ***

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

FEB 11 1919

MR. HARRISON:

In accordance with your informal request, I have drafted and transmit herewith for the Secretary's signature formal order amending Fiscal Regulations Nos. 29, 31 and 46.

Enclosures.

Wm. M. Williams

Solicitor.

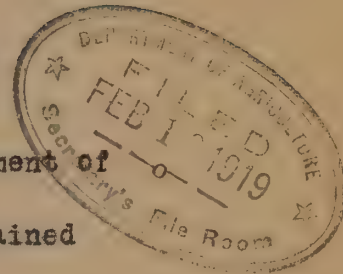


DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 3, 1918.

MEMORANDUM NO. 242.

Relative to increase of compensation at \$120 per annum
to employees of the Department of Agriculture.



The attention of administrative officers of the Department of
Agriculture is invited to the following provision of law contained
in the Act making appropriations for the legislative, executive, and
judicial expenses of the Government for the fiscal year ending June
30, 1919 (Public No. 188), approved July 3, 1918:

Sec. 6. That all civilian employees of the Govern-
ments of the United States and the District of Columbia
who receive a total of compensation at the rate of \$2,500
per annum or less, except as otherwise provided in this
section, shall receive, during the fiscal year ending June
thirtieth, nineteen hundred and nineteen, additional com-
pensation at the rate of \$120 per annum: Provided, That
such employees as receive a total of annual compensation
at a rate more than \$2,500 and less than \$2,620 shall re-
ceive additional compensation at such a rate per annum as
may be necessary to make their salaries, plus their addi-
tional compensation, at the rate of \$2,620 per annum, and
no employee shall receive additional compensation under
this section at a rate which is more than thirty per centum
of the rate of the total annual compensation received by
such employee: Provided further, That the increased compen-
sation at the rates of five and ten per centum for the fis-
cal year ending June thirtieth, nineteen hundred and eighteen,
shall not be computed as salary in construing this section:

Provided further, That where an employee in the service on June thirtieth, nineteen hundred and seventeen, has received during the fiscal year nineteen hundred and eighteen, or shall receive during the fiscal year nineteen hundred and nineteen an increase of salary at a rate in excess of \$200 per annum, or where an employee whether previously in the service or not, has entered the service since June thirtieth, nineteen hundred and seventeen, whether such employee has received an increase in salary or not, such employees shall be granted the increased compensation provided herein only when and upon the certification of the person in the legislative branch or the head of the department or establishment employing such persons of the ability and qualifications personal to such employees as would justify such increased compensation: Provided further, That the increased compensation provided in this section to employees whose pay is adjusted from time to time through wage boards or similiar authority shall be taken into consideration by such wage boards or similar authority in adjusting the pay of such employees.

The provisions of this section shall not apply to the following: Employees paid from the postal revenues and sums which may be advanced from the Treasury to meet deficiencies in the postal revenues; employees of the Panama Canal on the Canal Zone; employees of the Alaskan Engineering Commission in Alaska; employees paid from the lump-sum appropriations in bureaus, divisions, commissions or any other governmental agencies or employments created by law since January first, nineteen hundred and sixteen; employees whose duties require only a portion of their time, except charwomen, who shall be included; employees whose services are utilized for brief periods at intervals; persons employed by or through corporations, firms, or individuals acting for or on behalf of or as agents of the United States or any department or independent establishment of the Government of the United States in connection with construction work or the operation of plants; employees who receive a part of their pay from any outside sources under cooperative arrangements with the government of the United States or the District of Columbia; employees who serve voluntarily or receive only a nominal compensation, and employees who may be provided with special allowances because of their service in foreign countries. The provisions of this section shall not apply to employees of the railroads taken over by the United States, and nothing contained herein shall be deemed a recognition of the employees of such railroads as employees of the United States.

Section six of the legislative, executive, and judicial appropriation Act approved May tenth, nineteen hundred and sixteen, as amended by the naval appropriation Act approved August

twenty-ninth, nineteen hundred and sixteen, shall not operate to prevent anyone from receiving the additional compensation provided in this section who otherwise is entitled to receive the same.

Such employes as are engaged on piecework, by the hour, or at per diem rates, if otherwise entitled to receive the additional compensation, shall receive the same at the rate to which they are entitled in this section when their fixed rate of pay for the regular working hours and on the basis of three hundred and thirteen days in the said fiscal year would amount to \$2,500 or less: Provided, That this method of computation shall not apply to any per diem employes regularly paid a per diem for every day in the year.

So much as may be necessary to pay the additional compensation provided in this section to employees of the Government of the United States is appropriated out of any money in the Treasury not otherwise appropriated

So much as may be necessary to pay the increased compensation provided in this section to employees of the government of the District of Columbia is appropriated, one-half out of any money in the Treasury not otherwise appropriated and one-half out of the revenues of the District of Columbia, except to employees of the Washington Aqueduct and the water department, which shall be paid entirely from the revenues of the water department.

. So much as may be necessary to pay the increased compensation provided in this section to persons employed under trust funds who may be construed to be employees of the Government of the United States or the District of Columbia is authorized to be paid, respectively, from such trust funds.

Reports shall be submitted to Congress on the first day of the next regular session showing for the first four months of the fiscal year the average number of employees in each department, bureau, office, or establishment receiving the increased compensation at the rate of \$120 per annum and the average number by grades receiving the same at each other rate.

In order to secure uniformity of practice throughout the Department and avoid confusion as to the applicability of these salary increases to the various classes of employees, this memorandum is promulgated.

1. The five and ten per cent increases provided by the Agri-

cultural Act approved March 4, 1917, for the fiscal year 1918, will terminate on June 30, 1918.

2. All employees on statutory and lump-fund rolls of the Department of Agriculture receiving salaries of not less than \$400 per annum nor more than \$2,500 per annum (except those employees enumerated in paragraphs 3 and 4 of this memorandum), will receive increased compensation at the rate of \$120 per annum during the fiscal year 1919, provided such employees have been continuously in the service of the Department since June 30, 1917.

a. Employees receiving more than \$2,500 per annum and less than \$2,620 per annum will receive increased compensation at a rate sufficient to bring their salaries up to the maximum of \$2,620 per annum.

b. Employees receiving less than \$400 per annum will receive increased compensation at the rate of thirty per cent per annum.

c. The salaries of employees engaged on piece work, by the hour, or at per diem rates, shall be computed on the basis of 313 days in a year, and, if not prohibited by paragraph 4 increased compensation will be allowed as follows: (1) at the rate of \$120 per annum if the total annual salary is not less than \$400 nor more than \$2,500: Provided, that employees whose annual salaries aggregate more than \$2,500, but less than \$2,620, will receive increased compensation at a rate sufficient to bring their salaries up to the maximum of \$2,620 per annum, and (2) at the rate of 30 per cent per annum if the total annual salary is less than \$400.

3. The law provides that where an employee in the service on June 30, 1917, has received, during the fiscal year 1918, or shall receive, during the fiscal year 1919, an increase of salary at a rate in excess of \$200 per annum, or where an employee, whether previously in the service or not, has entered the service since June 30, 1917, whether such employee has received an increase in pay or not, such employees shall be granted increased compensation only upon the certification of the Secretary of Agriculture that the ability and qualifications personal to such employees justify such increase of compensation. The impracticability of establishing a hard and fast rule to govern cases falling within the purview of this exception is apparent. Administrative officers are therefore directed to submit all such cases to the Secretary for his determination. The facts in each case should be clearly set forth with the recommendation of the chief of bureau concerned.

4. The following classes of employees will in no circumstance be entitled to the increase of compensation:

- a. Employees whose duties require only a portion of their time, except charwomen, who shall be included.
- b. Employees whose services are utilized for brief periods at intervals.
- c. Employees who receive a part of their PAY from any outside source under cooperative arrangements with the Department of Agriculture.
- d. Employees who serve voluntarily or receive only a nominal compensation.
- e. Employees paid from lump-sum appropriations in bureaus, divisions, commissions, or any other governmental agencies or employments created by law since January first, nineteen hundred and sixteen.

5. All persons appointed subsequent to June 30, 1917, on lump-sum rolls at salaries which include an additional amount sufficient to

meet the increase of compensation granted certain classes of employees by the Agricultural Act for the fiscal year 1918 will, for the fiscal year 1919, receive new appointments at their basic salaries, that is, the salaries they are now receiving less the amount which is considered increase of compensation. For example, employees now receiving \$1,470 (\$1,400 plus 5%) will, on July 1, 1918, be reappointed at salaries of \$1,400; employees now receiving \$990 (\$900 plus 10%) will be reappointed at \$900 and so on.

To aid the appointment clerk in the matter of drawing new appointments, chiefs of bureaus are directed to submit to the Office of the Secretary promptly on July 1, 1918, lists of all such employees in their respective bureaus, showing as to each employee the basic salary and the amount which is considered increase of compensation. The question of granting these employees the increase of compensation provided by the Legislative Act of July 3, 1918, will then be determined by the Secretary upon recommendation of the chief of bureau in the manner prescribed by paragraph 3 of this memorandum.

Under the terms of the provision granting increased compensation to certain employees a report must be submitted to Congress on the first day of the next regular session showing, for the first four months of the fiscal year 1919, the average number of employees receiving increased compensation at the rate of \$120 per annum and the average number by grades receiving the same at each other rate. This information should be submitted by the chief of each bureau, division, and office to the Office of the Secretary not later than November 15, in order that a combined report for the entire department may be prepared. The necessary sample forms for

submitting the information will be furnished later.

The rules governing the preparation of pay rolls in connection with the five and ten per cent increases for the current fiscal year, as prescribed by Memorandum No. 208 of June 12, 1917, should be followed in the preparation of salary vouchers and pay rolls where the \$120 or other increase of compensation is involved. The necessary salary tables for use in computing salaries for fractional parts of a month where increased compensation at the rate of thirty per cent per annum is involved are hereto attached.

E. J. H. H. H.

Secretary.

1890

1891

1892

1893

The following is a list of the names of the persons who have been elected to the office of

the members of the Board of Directors of the City of New York for the year 1890.

The names of the persons who have been elected to the office of the Mayor of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Comptroller of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Recorder of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Clerk of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Treasurer of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Assessor of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Surveyor of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Engineer of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Police Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Fire Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Health Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Education Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Public Works Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Parks Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Public Safety Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Public Health Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Public Education Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Public Works Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Parks Commissioner of the City of New York for the year 1890 are as follows:

The names of the persons who have been elected to the office of the Public Safety Commissioner of the City of New York for the year 1890 are as follows:

142
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

McG.

February 13, 1919.

MEMORANDUM NO. 264

Regarding Committees on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915,
the personnel of the Committees on Clerical Efficiency of the various
bureaus, independent divisions, offices and boards is hereby changed
as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman.
A. McC. Ashley.
Roy L. Swenson (Vice C.C. Wilson)

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman.
Fred Lees.
C.W. Boyle (Vice E. B. Quiggle).

OFFICE OF FARM MANAGEMENT.

Lisle Morrison, Chairman.
Thomas H. Summers.
O. C. Stine (Vice H.A. Miller)

WEATHER BUREAU

E. B. Calvert, Chairman.
S. Percy Minnick (Vice Henry E. Williams)
Chas. T. Burns (Vice Delos T. Maring)
Benjamin A. Blundon
Willis R. Gregg.

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman.
A. J. Pistor.
G. H. Russell (Vice A.W. Miller).

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman.
C. V. Piper.
Wm. A. Orton (Vice Haven Metcalf)

FOREST SERVICE

A. F. Potter, Chairman.
Edward A. Sherman.
M.E. Fagan (Vice Will C. Barnes).

BUREAU OF CHEMISTRY

S. A. Postle, Chairman.
R. W. Balcom.
P. B. Dunbar (Vice W.W. Skinner).

BUREAU OF SOILS.

A. G. Rice, Chairman.
C. H. Seaton.
C. A. Wolfe (Vice G.W. Baumann).

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman
E. A. Back
C.L. Marlatt (Vice A.L. Quaintance)



BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman.
Harry C. Oberholser.
W.H.Cheesman (Vice E.J.Thompson).

DIV. OF ACCTS. & DISBURSEMENTS

W. J. Nevius, Chairman.
Harry B. Peffers (Vice J.M.Kemper, Jr.)

DIVISION OF PUBLICATIONS

Harry
E. B. Reid, Chairman.
F. J. P. Cleary
W. F. Harding (Vice A.B.Boettcher).

BUREAU OF CROP ESTIMATES

L. M. Estabrook, Chairman.
Chas. E. Gage.
Nat. C. Murray (Vice Frank Andrews).

LIBRARY

Miss C. R. Barnett, Chairman.
Miss H. M. Thompson
Miss E. B. Hawks.

STATES RELATIONS SERVICE

C. E. Johnston, Chairman.
A. B. Graham.
W. H. Conway (Vice J. I. Schults).
H. L. Knight (Vice E. A. Miller). *one*

OFFICE OF PUBLIC ROADS

P. St. J. Wilson, Chairman.
John M. Goodell.
~~J.E.Pennybacker~~ (Vice Edwin W.James)
VERNON M. PEIRCE
INSECTICIDE & FUNGICIDE BOARD.

M. B. Waite, Chairman.
J. G. Shibley.
W. D. Lynch (Vice C.C.McDonnell):

FEDERAL HORTICULTURAL BOARD

George B. Sudworth, Chairman.
R. C. Althouse.

BUREAU OF MARKETS

R. V. Bailey, Chairman.
R. L. Nixon
Henry J.Ramsey (Vice C.W.Thompson)

J. I. Schults

Secretary.

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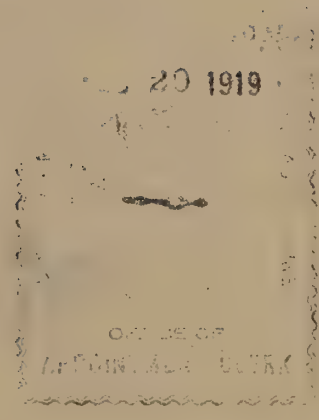
Memorandum
J. Edgar Hoover
Director

RECEIVED
(U.S. DEPT. OF JUSTICE)

CONFIDENTIAL

Memorandum
J. Edgar Hoover
Director

RECEIVED



★ OCT 16 1934 W

DEPARTMENT OF AGRICULTURE

WASHINGTON

March 1, 1919.

MEMORANDUM NO. 265.

Amendments to Administrative Regulations.

(Effective March 1, 1919.)

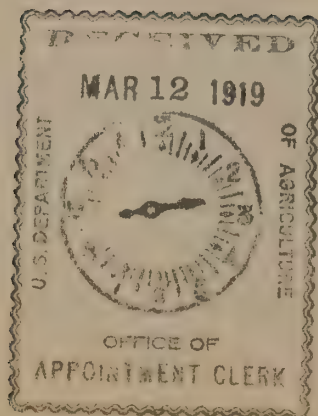
Paragraph 55 of the Administrative Regulations is hereby

amended to read as follows:

55. REMOVAL OR REDUCTION.- No person in the classified civil service in the department shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the Secretary; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the Office of the Secretary, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same.

Preferment of formal charges and opportunity to answer same are not required in connection with the termination of the appointment of a probationer while still serving his probationary period. If and when, during the probationary period, after full and fair trial, the conduct or capacity of the probationer be not satisfactory to the Secretary, the probationer shall be so notified in writing with a full statement of reasons and this notice shall

NOTHING



terminate his services. Action to accomplish the termination of the probationary appointment, however, must conform to the following principles:

- (a) The bureau recommendation must be approved by the Secretary.
- (b) The Secretary's action must be taken during the continuance of the probationary period.
- (c) The appointee must be notified in writing, with a full statement of reasons, that the Secretary has approved the termination of his services.
- (d) The notice required by (c) must be given after approval by the Secretary, and prior to the expiration of the probationary period.
- (e) The action must be made effective as of the date upon which notice is given the probationer, or as of some later date, which must be specified in the notice, within the probationary period.
- (f) Retention in the service beyond the probationary period confirms absolute appointment, and thereafter removal may be effected only as in the case of persons in the classified civil service.

The probationer may be advised by a bureau official that his services have been unsatisfactory and that it is the intention to recommend that his probationary appointment be terminated, but this advice can only be considered as preliminary and will be without effect unless the Secretary later approve the recommendation and terminate the appointment. ¶¶

Section (c) of Paragraph 97 of the Administrative Regulations is hereby amended to read as follows:

(c) When such days occur at the conclusion of a period of annual or sick leave they will not be counted as leave if the employee returns to duty on the day following the Sunday or holiday; but they will be counted as leave without pay if the employee, instead of returning to duty on the day following the Sunday or holiday, immediately enters upon a period of leave without pay.

Sundays or holidays will also be counted as leave without pay at the conclusion of an indefinite period of leave without pay, or absence without permission charged as leave without pay, as under such circumstances an employee can not be restored to a pay status prior to his actual return to duty.



If, however, leave without pay granted for a definite period expires with the day before a Sunday or holiday, the Sunday or holiday will not be charged as leave if the employee returns to duty on the day following the Sunday or holiday.

J. L. Hunt

Secretary.

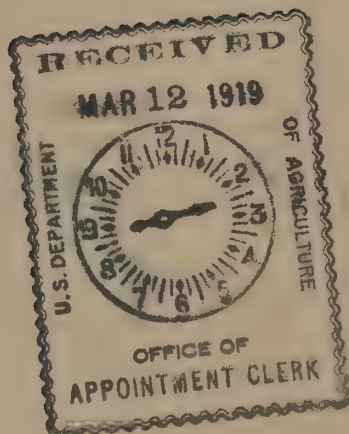
ERRATA.

To correct typographical and other errors, the following changes should be made in the current edition of "Administrative Regulations:"

Paragraph.	Line-	Change-
3	8	"4" to "41"
21	3	"14" to "24"
65	5	"9" to "12"
85 (1)	4	"60" to "71"
135	3	"of" to "with"
148	3	"strictly" to "strictly official"
168 (a)	12	"153" to "152"
198	7	"scale" to "sale"

Page-

165	4	"sion" to "Division."
165	23	"105" to "104"



United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

March 4, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I submit herewith the draft of a proposed numbered memorandum containing amendments to Paragraphs 55 and 97 (c) of the Administrative Regulations. The amendment to Paragraph 55 consists of additional matter outlining procedure to be followed in terminating the appointments of probationary employees, which seems desirable in the interest of uniformity of practice. Paragraph 97 (c) has not heretofore been considered strictly in accordance with decisions of the Comptroller of the Treasury. This defect is believed to have been remedied and the paragraph has been so written as to attempt to reduce to a minimum any misunderstanding in its interpretation. The Advisory Committee on Finance and Business Methods recommends that the memorandum be issued effective as of March 1.

Respectfully submitted:

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

March 7, 1919.

Mr. Harrison:

Paragraph 55 as proposed in the attached numbered memorandum is identical with that approved by the Secretary a few days ago. The Committee thought it advisable to issue but one memorandum in making two amendments to the Regulations, hence they held up the recent memorandum until they could consider the amendment to paragraph 97-c. All the papers in connection with memorandum amending paragraph 55 are now in the hands of the Committee.

Paragraph (c) as amended is more liberal than the regulation which it proposes to amend. As embodied in existing regulations, it reads:

(c) When such days occur at the conclusion of a leave period, they will be counted as leave only when the period is one of leave without pay. An employee on leave without pay can not be restored to a pay status prior to his actual return to duty.

At the present time if an employee is on leave without pay and returns to duty on a Monday or a day succeeding a holiday, the Sunday or holiday is charged as a day without pay. Under the proposed amendment the employee will be paid for ^{such} Sundays and holidays unless he is on indefinite leave without pay or on leave without pay without permission or enters a leave without pay status following annual or sick leave.

JK

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
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Please return to
the Secretary's Room

March 6, 1919.

MEMORANDUM No. 266.

Providing for the transportation from the District of Columbia of governmental employees whose services no longer are required or who have resigned.

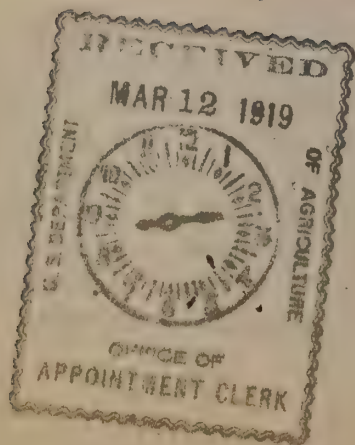
The attention of administrative officers of the Department of Agriculture is invited to the following provision contained in the Legislative, Executive and Judicial Appropriation Act for 1920, approved March 1, 1919 (Public No. 314):

"That the heads of the several executive departments and other governmental establishments in the District of Columbia are hereby authorized and directed to furnish to such civilian employees receiving compensation, exclusive of the additional \$120, at the rate of not more than \$1,400 per annum or less than \$100 per annum, under their respective jurisdiction as have come to the District of Columbia since April 6, 1917, whose services are no longer required and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part, or who may resign from their positions, during the period from November 11, 1918, to March 31, 1919, inclusive, their actual railroad transportation, including sleeping-car accommodations, from the District of Columbia to the place from which they accepted employment or to their legal residence, or to such other place not a greater distance, as the employee may elect. Such transportation must be applied for within 10 days after the termination of service and shall be used within five days after issuance, unless an extension of time on account of illness be granted by the proper authority. As to the employees whose services have been terminated during the period between November 11, 1918, and the date of the passage of this act, inclusive, the time within which transportation shall be applied for shall be 20 days from the date of the passage of this act. Any person who shall sell, exchange, or transfer such transportation for the use of another shall be punished by a fine of not more than \$100. The expenses authorized by this act shall be paid from the following appropriations for the fiscal year 1920, which hereby are made available therefor immediately upon approval of this act:

For the War Department, from "Temporary employees."

For the Navy Department, from "Temporary employees."

For all other executive departments and independent establishments, from the appropriations for the support of the services in which such persons are employed. Any employee who would be entitled to transportation, including sleeping-car accommodation under this act, and who has left the District of Columbia prior to the passage of this act, but not before December 10, 1918, upon application and presentation within 60 days after the passage of this act of proper proof, shall have refunded the cost of actual railroad transportation, including sleeping-car accommodation, from the District of Columbia to the place from which employment was



accepted, or to their legal residence, or to such other place not a greater distance to which the employee may have gone. The provisions made for the transportation of employees shall not apply to those who enter such service after January 7, 1919: Provided, That payment to any employee for leave of absence not earned in proportion to the term of employment shall be deducted from the refund authorized in this section, and the provision made in this act for the transportation of employees shall not be supplemented in any manner by the various services in which they are employed."

It will be noted this new legislation is practically a reproduction of the former act (Public No. 246) providing transportation to governmental employees whose services no longer are required, except that the time of separation from the service has been extended to March 31, 1919, inclusive, and also includes employees who have resigned or may resign from their positions during the period November 11, 1918, to March 31, 1919, inclusive. The same instructions and procedure for furnishing such transportation to employees should be followed by chiefs of bureaus as is outlined in Memorandum No. 261, and the following provisions should also be observed:

1. The time for issuing transportation to employees, whose services have been terminated without delinquency or misconduct on their part, has been extended to March 31, 1919, inclusive.

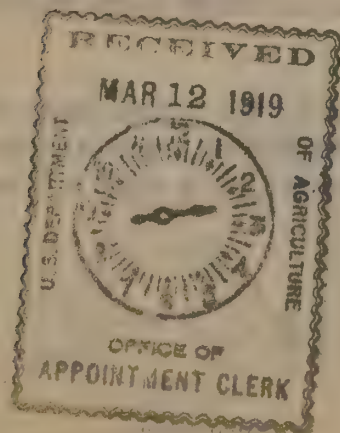
2. Any employee who has resigned from the Department and left the District of Columbia prior to the passage of this Act (March 1, 1919), but not before December 10, 1918, will be entitled to transportation, including sleeping-car accommodations, upon application and presentation within 60 days after the passage of this Act of proper proof, and shall have refunded to him by the bureau concerned the cost of actual railroad transportation, including sleeping-car accommodations, from the District of Columbia to the place from which employment was accepted, or to his legal residence, or to such other place not a greater distance to which the employee may have gone. Such refunds will be made on reimbursement vouchers (Form 4).

3. The expenses of such railroad and sleeping-car accommodations will be charged against any available lump-fund appropriation of the bureau concerned.

4. The provisions made in the Act for the transportation of employees shall not apply to any employee who entered the service after January 7, 1919, nor shall they be supplemented in any manner by the bureau in which such employees were employed.

5. Each employee furnished with transportation under the provisions of the Act should be informed that the sale, exchange, or transfer of such transportation for the use of another will subject him to punishment by a fine of not more than \$100.

J. J. [Signature]
Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

MAR -3 1919

MR. HARRISON:

Referring to your memorandum of February 28 to Mr. Zappone concerning the matter of paying the transportation of employees leaving their positions during the period from November 11, 1918, to March 31, 1919, inclusive, I desire to state that I do not believe that you are correct in your interpretation of the amendment contained in the Legislative, Executive and Judicial Appropriation Act for 1920.

You will observe that the words "or who may resign from their positions" were not contained in the original law, that they appear in the disjunctive and are preceded and followed by commas in such manner as to indicate to my mind that they have no connection with and are independent of the words "whose services are no longer required." Then too, it seems to me that this interpretation is the just one. As I understand it, the purpose of Congress in paying the transportation was to render a benefit to the war workers who left their homes to come to Washington during the emergency with the probability that their employment would be only temporary. It seems that an employee whose services may still be needed by the Government but who feels that the emergency having passed he ought to return to his home and voluntarily resigns should be just as much entitled to such transportation as is an employee whose services are no longer required and whose employment is terminated by the Government. If the Comptroller has rendered any opinion in the matter I do not know it; but I feel that if there is doubt about it the Comptroller would resolve the doubt in favor of the employee.

Wm. H. Harrison
Solicitor.

Inclosure.

Mr. Harrison:

*The attached Memorandum
has been changed as suggested.*

Henry

293/6/19

DEPARTMENT OF AGRICULTURE

OFFICE OF THE

By Harrison
U. S. Department of Agriculture,

Division of Accounts and Disbursements,

Hand
Washington, D. C.,

Feb. 28, 1919

Hand
Mr. Harrison:

Hand
I believe your interpretation of the act that an employee's appointment must be terminated or he must resign from his position because his services are no longer required in order that he may be granted transportation authorized by the provision, is correct and I have changed the memorandum accordingly.

It is suggested that you refer this memorandum to the Solicitor.

Respectfully,

Agassone

Solicitor
For consideration
J

ENT OF AGRICULTURE

OF THE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

LET
OCT 16 1926 W
Return to
the Secretary's File Room

P. L. WADSWORTH

March 12, 1919.

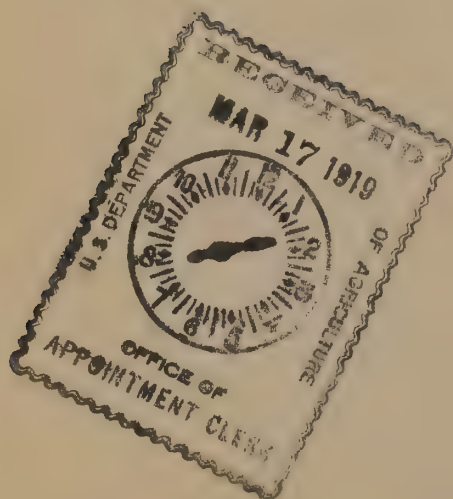
MEMORANDUM NO. 267

Appointment of Mr. F. E. Meloy as representative of Department on
General Supply Committee, vice Mr. McKendree F. Jacques.

Mr. F. E. Meloy, of the Bureau of Plant Industry, has been designated to succeed Mr. McKendree F. Jacques, resigned, as representative of the Department of Agriculture on the General Supply Committee. All officers and employees of the Department are requested to cooperate with him to the fullest extent in the performance of his duties.

J. H. Knecht

Secretary.



Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

March 7, 1919.

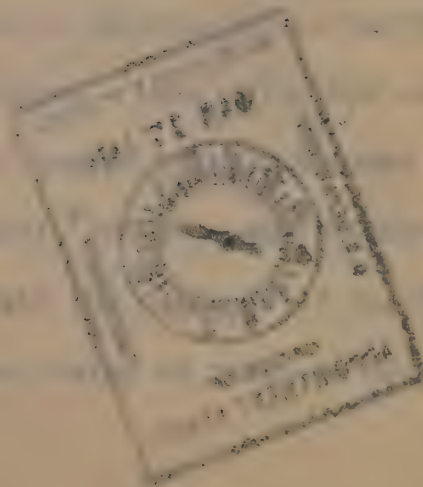
Dear Mr. Harrison:

Mr. F. E. Meloy is a valued member of the Department Board of Awards, from which I would be sorry to see him separated. Yet I presume that if designated as representative of the Department on the General Supply Committee he would be unable to serve as a member of our Board.

I endorse all Mr. Jones says of him as a most careful, dependable and reliable man.

Very truly yours,


Chief Clerk.



U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF APPOINTMENT CLERK
WASHINGTON, D.C.

MAR 17 1919

U.S. DEPARTMENT OF AGRICULTURE

RECEIVED MAR 17 1919

From Mr. J. H. Jones, Secretary of the Board of Directors of the United States National Bank, New York City, New York.

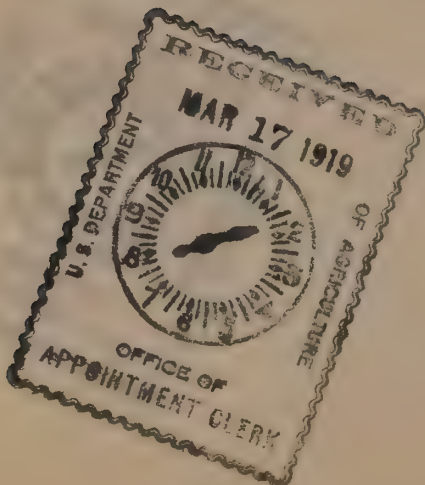
Enclosed for the Office of Appointment Clerk are two copies of a letterhead memorandum from Mr. J. H. Jones, Secretary of the Board of Directors of the United States National Bank, New York City, New York, dated March 14, 1919, recommending Mr. J. H. Jones for appointment as a member of our Board.

would be unable to serve as a member of our Board.

I endorse Mr. Jones says of him as a most careful, dependable

and reliable man.

Very truly yours,



United States Department of Agriculture,
Bureau of Plant Industry,

E

Office of Chief of Bureau.

Washington, D. C., March 6, 1919.

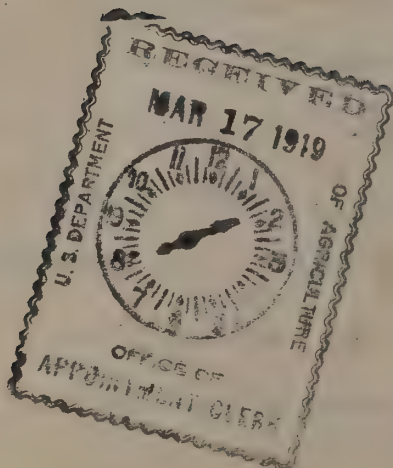
Mr. F. R. Harrison,

Assistant to the Secretary.

Dear Mr. Harrison:

Referring to your request that I recommend a successor to Mr. M. F. Jacques, who has just resigned as Representative of the Department of Agriculture on the General Supply Committee, I respectfully recommend that Mr. Francis E. Meloy, Executive Clerk at a salary of \$1,980 per annum in this Bureau, be designated to serve as the representative of the Department on the General Supply Committee.

Mr. Meloy has served in the Bureau since October 10, 1906, when he was transferred from the War Department, and during all that time he has been in charge of the Property Room of the Bureau, including the preparation of requisitions for supplies. Prior to his appointment in this Department Mr. Meloy served for four years as Examiner of Property Returns in the War Department, stationed in Washington, and for three years he was Chief Clerk of the Chief Ordnance Officer's office at Manila, P. I., where he was in charge of examining ordnance property returns. Mr. Meloy has assisted the General Supply Committee for a number of years, both on Classes 1 (Stationery) and 9 (Furniture). He is a most careful, reliable and dependable man who has had much experience in connection with the purchase of supplies for Government use. He is a man of mature years, being 43 years of age, and



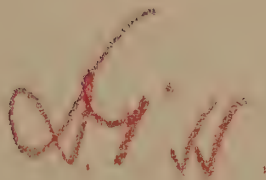
well-balanced judgment.

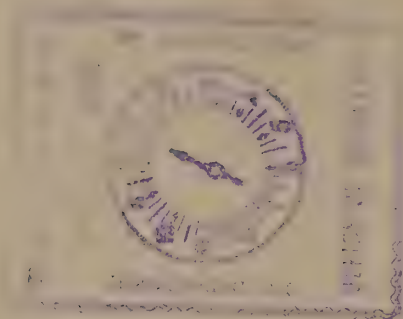
Should Mr. Meloy be designated as Representative of the Department on the General Supply Committee, he would enter upon the work with a good knowledge of the methods and procedure incident to the work of the Committee.

Very truly yours,

A handwritten signature in dark ink, appearing to be "S. A. Meloy", written in a cursive style.

Assistant to the Chief.

Red handwritten initials, possibly "S. A.", written in a cursive style.



United States Department of Agriculture,
Bureau of Plant Industry,

E

Office of Chief of Bureau.

Washington, D. C.,

March 5, 1919.

Hon. D. F. Houston,

Secretary of Agriculture.

Sir:

On account of my transfer from this Department to the Treasury Department as Superintendent of Supplies, I hereby resign as Representative of the Department of Agriculture on the General Supply Committee. In severing my connection with the Department, which has extended over a period of eight years, I desire to thank you and the officials of the Department generally for the uniform courtesy and assistance accorded me. I feel that my connection with the Department has helped me much.

Very respectfully,

M. F. Jacques



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 10, 1919.

MEMORANDUM No. 268.

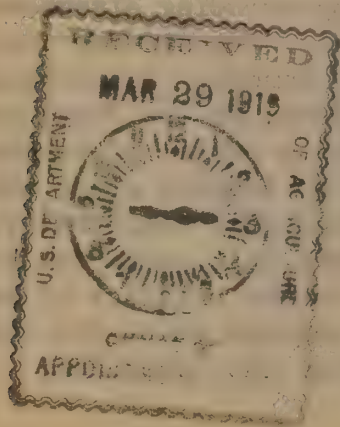
Printing for the use of the several bureaus, divisions
and offices of the Department of Agriculture.

The attention of administrative officers of the department is invited to the following provisions of law concerning printing for the executive departments and other establishments of the Government:

Sec. 87. All printing, binding, and blank books * * * for the Executive * * * Departments shall be done at the Government Printing Office, except in cases otherwise provided for by law. (Act January 12, 1895, 28 Stat., 622.)

Sec. 2 Hereafter there shall be submitted in the regular annual estimates to Congress under and as a part of the expenses for "Printing and binding," estimates for all printing and binding required by each of the Executive Departments, their bureaus and offices, and other Government establishments at Washington, District of Columbia, for each fiscal year; and after the fiscal year 1907 no appropriations other than those made specifically and solely for printing and binding shall be used for such purposes in any Executive Department or other Government establishment in the District of Columbia. * * * (Act June 30, 1906, 34 Stat., 762.)

In interpreting these statutes, the Comptroller of the Treasury has consistently held that all printing and binding for the executive departments and other establishments of the Government, except such printing as may be required for departments, and bureaus or subdivisions thereof, which he has held to be field services, must be performed by or through the Government Printing Office and that, unless otherwise specifically authorized by law, the expense in connection therewith must be charged to the allotment for public printing and binding. But, during the emergency caused by the war with Germany and in view of the provisions of the Food Production Act, the Comptroller, through an informal decision, authorized the Department in certain instances to secure emergency printing elsewhere than at the Government Printing Office when such printing was strictly for field use and was actually performed outside of the District of Columbia. Notwithstanding this fact, the Auditor for the State and other Departments, in the final examination of the accounts of the Disbursing Clerk, suspended a number of vouchers covering such printing. These suspensions were raised by the Auditor after the Disbursing Clerk and representatives of the Auditor's office again conferred with the Comptroller, with the understanding that beginning July 1 next, when the Food Production Act expires, the Department will revert to the former practice of having all printing, other than that required by bureaus or branches which the Comptroller has held to be field services, executed by or through the Government Printing Office.



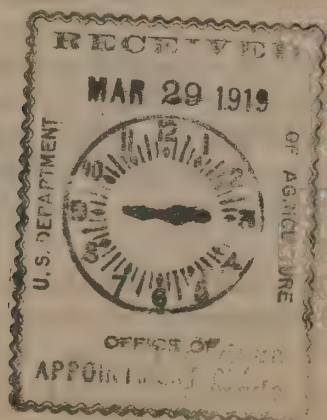
In the Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year 1920 (Public No. 314) approved March 1, 1919, Congress has reiterated, in unequivocal terms, its intent, previously expressed in Section 87 of the Act of January 12, 1895, and Section 2 of the Act of June 30, 1906, above quoted, that all printing for the executive departments and other establishments of the Government for use at the seat of Government shall be executed by or through the Government Printing Office, and, unless otherwise specifically authorized by law, the expense in connection therewith charged to the allotments for public printing and binding included annually in the Sundry Civil Act for the respective departments or establishments. The following provision appears in the Act of March 1:

Sec. 11. That the Joint Committee on Printing shall have power to adopt and employ such measures as, in its discretion, may be deemed necessary to remedy any neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications: Provided, That hereafter no journal, magazine, periodical, or other similar publication, shall be printed and issued by any branch or officer of the Government service unless the same shall have been specifically authorized by Congress, but such publications as are now being printed without specific authority from Congress may, in the discretion of the Joint Committee on Printing, be continued until the close of the next regular session of Congress, when, if authority for their continuance is not then granted by Congress, they shall not thereafter be printed: Provided further, That on and after July 1, 1919, all printing, binding, and blank-book work for Congress, the Executive Office, the judiciary, and every executive department, independent office, and establishment of the Government, shall be done at the Government Printing Office, except such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field service outside of said District.

In view of this provision, the accounting officers of the Treasury will undoubtedly scrutinize more closely all vouchers for printing executed elsewhere than at the Government Printing Office. The law leaves no room for doubt as to the intention of Congress that all printing shall be executed by or through the Government Printing Office, except such as may be required for the exclusive use of any field service outside of the District of Columbia. In the latter case, the Joint Committee on Printing has absolute authority to determine what, if any, printing may be performed elsewhere.

In the circumstance, it is hereby ordered that on and after July 1, 1919, all printing for the Department of Agriculture, except such printing as may be required for the exclusive use of any field service of the department outside of the District of Columbia which, by reason of its urgent character, in the opinion of the chief of bureau concerned, should be executed elsewhere, shall be performed by or through the Government Printing Office and, unless otherwise specifically authorized by law, the expense in connection therewith charged to the appropriation of the department for public printing and binding.

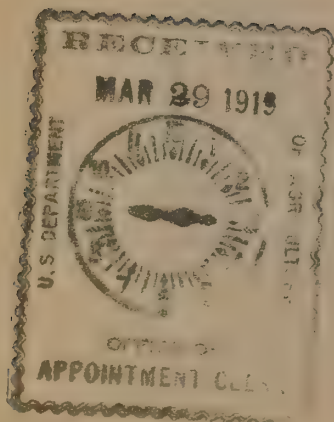
The Department will not seek authority from the Joint Committee on Printing for the execution of printing elsewhere than at the Government Printing Office unless the facts in each case indicate conclusively that such printing is for the exclusive use of a field service and of such an urgent character that delay in its execution would be detrimental to the best interests of the Government. Recommendations for the execution of printing elsewhere than at the Government Printing Office should be transmitted to the Chief of the Division of Publications, and



should clearly set forth all the pertinent facts in order that he may determine whether the Joint Committee on Printing should be requested to authorize such printing. In no circumstance will the printing be ordered until the assent of the Joint Committee on Printing has been obtained.

After July 1 next all vouchers covering printing executed elsewhere than at the Government Printing Office must bear evidence of the approval of the Joint Committee on Printing; otherwise the Disbursing Clerk will be without authority to pay them.

A. S. Martin
Secretary.



REED SMOOT, SENATOR FROM UTAH, CHAIRMAN
EDGAR R. KIESS, REPRESENTATIVE FROM PENNSYLVANIA, VICE CHAIRMAN
GEORGE H. MOSES, SENATOR FROM NEW HAMPSHIRE
MARCUS A. SMITH, SENATOR FROM ARIZONA
ALBERT JOHNSON, REPRESENTATIVE FROM WASHINGTON
JAMES V. MCCLINTIC, REPRESENTATIVE FROM OKLAHOMA
GEORGE H. CARTER, CLERK

COMMITTEE ROOM No. 69
CAPITOL, GROUND FLOOR, WEST
PHONE: MAIN 3120, BR. 49

ADDRESS ONLY
JOINT COMMITTEE ON PRINTING
WASHINGTON, D. C.

CONGRESS OF THE UNITED STATES

JOINT COMMITTEE ON PRINTING

WASHINGTON

REGULATIONS NO. 3.

June 21, 1919.

Sir:

The Joint Committee on Printing at its meeting to-day adopted the following resolutions which are transmitted herewith for your information:

1. RESOLVED, That the Joint Committee on Printing, under authority vested in it by Section 11 of Public Act No. 314, 65th Congress, hereby authorizes that printing, binding, and blank book work for the exclusive use of any of the following field services outside the District of Columbia, may be done elsewhere than at the Government Printing Office whenever it is deemed urgent or necessary by such service to have the work done elsewhere than in the District of Columbia:

(a) For any Government service in Alaska, Guam, Hawaii, the Panama Canal, the Philippines, Porto Rico, the Virgin Islands, or any other place outside territorial United States, provided that the work is done in the territory, possessions, or country where the service is located.

(b) For the Railway Mail Service, including its division offices, and the local post offices, elsewhere than in Washington, D. C., provided that contracts for printing, binding, and blank book work for the Postal Service which were existing and valid on March 1, 1919, are authorized to be completed in accordance with the terms of such contracts, but this does not apply to existing agreements between the Postmaster General and the Public Printer for printing, which shall hereafter be done in accordance with the law relating to the public printing and binding.

(c) For use on the separate reclamation projects under the direction of the Reclamation Service.

(d) For field use of the Forest Service, to be done at its supply depot printing plant.

(e) For the various Navy Yards and Naval Training Stations, to be done at their respective printing plants, and for such other branches of the Naval Service outside of Washington as may properly be done at the nearest Naval printing plant.

(f) For the immediate use of the Public Health Service in its field work for relief and sanitation.

(g) For the branch homes of the National Home for Disabled Volunteer Soldiers, to be done at the respective branch homes.

(h) A detailed report of the classes, including number of copies, description, and cost, of the printing herein authorized shall be submitted to the Joint Committee on Printing every three months, i. e., October 1, January 1, April 1, and July 1.

(i) No printing, binding, or blank book work shall be done elsewhere than at the Government Printing Office for any other field service of the Government except as may be specifically authorized by the Joint Committee on Printing in accordance with Section 11 of Public Act No. 314, and no printing or binding so authorized shall be done elsewhere than at the Government Printing Office if it necessitates the purchase of additional machinery or equipment therefor unless approved by the committee.

2. RESOLVED, That such journals, magazines, periodicals, and other similar publications as are now being published by any officer or branch of the Government service may be continued until August 1, 1919, and they shall thereafter be discontinued unless otherwise authorized by the Joint Committee on Printing, and that before such date the committee accord a hearing to any officer of the Government who may desire to have his respective publications continued.

3. RESOLVED. That in determining what publications come within the designation of journals, magazines, periodicals, and other similar publications, the Joint Committee on Printing is of the opinion that Section 11 of Public Act No. 314, 65th Congress, does not apply to strictly administrative

reports, statistical publications, and those required exclusively for the official use of the issuing office or service in the transaction of its routine business.

Your attention is again invited to paragraphs Nos. 4, 5, and 6 of the committee's letter of April 16, 1919, compliance with which is respectfully requested.

The committee's letter of March 12, 1919, has been designated as Regulations No. 1, and its letter of April 16, 1919, as Regulations No. 2, and they will hereafter be referred to as such. The present letter will be designated as Regulations No. 3.

Respectfully,

A handwritten signature in cursive script, reading "Reed Smoot".

Chairman.

that the following directions are given for carrying
out the work of the Committee.

June 6, 1919.

Memorandum for

Mr. H. D. Smith
Dr. W. A. Taylor
Dr. Kellerman
Mr. P. St. John Wilson
Mr. Brand
Prof. Marvin
Mr. Estabrook

This office is in receipt of a communication from the Joint Committee on Printing, containing the following:

"4. The Joint Committee further directs that all journals, magazines, periodicals, and other similar publications that may be continued under authority of Section 11 of Public Act No. 314, 65th Congress, shall be devoted exclusively to the work which the branch or officer of the Government issuing the same is required by law to undertake, and shall not contain any matter relating to the work which any other branch of the Government service is authorized to perform or any matter not necessary to the public business. (See Sec. 94, 28 Stat. L., 623, and restriction on printing allotments, 40 Stat. L., 701.) No illustrations shall be used in such publications unless they are necessary and relate entirely to the transaction of the public business. (See 33 Stat. L., 1213) This paragraph does not apply to Indian school publications referred to in paragraph 3 above.

5. It is requested that hereafter one copy of each issue of every journal, magazine, periodical, or other similar publication printed and issued by any branch or officer of the Government service be sent as soon as published to the Joint Committee on Printing, Capitol, Washington, D.C.

Field Service Printing.

6. In replying to the Committee's inquiry in regard to Paragraph 3 of Section 11, as stated in its letter of March 13, it is desired that the statement shall include information as to the machinery, equipment, and material which any branch or officer of the Government service may have on hand for printing and binding purposes (other than for engraving and map or chart making), and the number of employees engaged in such work, with the approximate total annual wages paid them. Such statement shall also give the number, kind, and approximate cost of all printing presses, typesetting machines, and bindery machinery purchased or used for Government work and the location of the same."

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to 1 subhistorem

Mr. H. E. Wilson
Dr. W. A. Taylor
Dr. Kellerman
Mr. P. St. John Wilson
Mr. ...
Prof. Marvin
Mr. ...

This office is in receipt of a communication from the Joint Committee on Printing, containing the following:

referred to in paragraph 3 above.

5. It is requested that hereafter one copy of each issue of every journal, newspaper, periodical, or other similar publication printed and issued by any branch or office of the Government service be sent as soon as possible to the Joint Committee on Printing, Capitol, Washington, D.C.

for Government work and the location of the same."

Please see that the necessary directions are given for carrying out the wishes of the Committee.

Very truly yours,

Clarence Cusley,

Use of Transcription Requests in Connection
With Military and Air Assistant Secretary.

Referred to the Committee on the subject of the proposed
change of March 2, 1919, by the Committee on the subject of the
proceedings which will result in the proposed change of the
use of government transcription requests in connection with
the military and air assistant secretary.

The transcription requests may be presented to the committee on the subject of the proposed change of the use of government transcription requests in connection with the military and air assistant secretary.

The transcription requests may be presented to the committee on the subject of the proposed change of the use of government transcription requests in connection with the military and air assistant secretary.

The transcription requests may be presented to the committee on the subject of the proposed change of the use of government transcription requests in connection with the military and air assistant secretary.

The transcription requests may be presented to the committee on the subject of the proposed change of the use of government transcription requests in connection with the military and air assistant secretary.

It is the duty of the Government to provide for the welfare of the people and to maintain the peace and order of the country.

Very truly yours,

Clarence Gable,

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 24, 1919.

MEMORANDUM No. 269.

Use of Transportation Requests in Connection
With Sleeping and Parlor Car Accommodations.

Attention is invited to the following provisions of a circular issued under date of March 3, 1919, by the U. S. Railroad Administration, outlining the procedure which will obtain on and after April 1, 1919, in connection with the use of Government transportation requests to secure sleeping and parlor car accommodations:

Effective April 1, 1919, the practice of issuing sleeping and parlor car tickets in exchange for Government transportation requests and State orders calling for accommodations to be furnished by sleeping and parlor car lines will be discontinued, and in lieu thereof the following will apply:

The transportation requests may be presented to ticket agents, and the accommodations called for by the requests when available will be reserved.

The ticket agent will indicate on the request, in space provided for showing the form and number of ticket, the specific space to be furnished, that is, berth or seat number, car number, train time, and, unless shown on request, the name of the initial road, proper notation to be made by the ticket agent on his office diagram, and the request returned to the holder for surrender to conductor.

If, after reservation has been made, trip is abandoned, the ticket agent should be notified so that the space can be released. It will be permissible, if the request is returned to the ticket agent before departure of the train, for him to erase the reservation from the diagram and from request and new reservation, if desired, made.

All transportation requests must be lifted by the initial sleeping or parlor car conductor, and transfer tickets issued where necessary.

W. L. R. Smith
Secretary.

JR 16

957. is attached, is not
in accord with the
recently expressed ideas on
the subject, when the question
arose with S.R.S.
I hoped it not be
well to have all radio gram
pass thru this office?
Otherwise the business
may get to be merely a bureau
affair.

I would

Harry/ There is a question. The
we ought to continue the
policy practice. Will you
please to my report
it so see what
I think JH

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ (07 19 1919)
the Secretary

March 28, 1919.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

The Advisory Committee on Finance and Business Methods returns herewith the proposed memorandum of amendments to the Fiscal Regulations, having noted the suggestion of the Solicitor in his memorandum of March 22, with respect to Paragraph 83 (p). This suggested change appeared to involve a change in Paragraph 83(q), and after consultation with a representative of the Solicitor the two paragraphs were re-written and the amendments now appear ready for promulgation.

Very truly yours,

A. G. Gappone

Acting Chairman,
Advisory Committee on Finance
and Business Methods.

RPA.

(p) Street-car, transfer-coach, omnibus, cab, carriage, and taxicab fares, in amounts not exceeding 50 cents for each personal transfer, if such charge is not in excess of the locally prevailing rates, except when incurred between place of lodging, or where meals are taken, and place where duty is to be performed: Provided, however, That where duty is performed at more than one place on any one day street-car or other fares may be allowed between such places of duty: Provided further, That satisfactory explanations as to necessity accompany charges for taxicab or other means of transportation more expensive than street cars. Payments in excess of 50 cents due to higher locally prevailing rates must be explained in writing.

Advised

(q) Transfer of baggage at rates not exceeding 50 cents for personal baggage, and a like charge for each additional piece of baggage containing Government property or private property for Government use, when not in excess of locally prevailing rates (for rates in the District of Columbia see Appendix G). Payments in excess of 50 cents due to higher locally prevailing rates must be explained in writing.

(p) Street-car, transfer-vehicle, omnibus, cab, carriage, and taxicab fares, in amounts not exceeding 50 cents for each personal transfer; if such charge is not in excess of the locally prevailing rates, except when incurred between place of lodging, or where meals are taken, and place where duty is to be performed: Provided, however, That where duty is performed at more than one place on any one day street-car or other fares may be allowed between such places of duty: Provided further, That satisfactory explanation as to necessary accessory charges for taxicab or other means of transportation more expensive than street cars. Payments in excess of 50 cents due to higher locally prevailing rates must be explained in writing.

(p) Transfer of baggage at rates not exceeding 50 cents for personal baggage, and a like charge for each additional piece of baggage containing Government property or private property for Government use, when not in excess of locally prevailing rates (for rates in the District of Columbia see Appendix B). Payments in excess of 50 cents due to higher locally prevailing rates must be explained in writing.

1

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON

MEMORANDUM FOR THE SECRETARY:



Consideration has been given to the memorandum of March 15, 1919, of Mr. Estabrook, Chairman of the Advisory Committee on Finance and Business Methods, relative to the draft of proposed memorandum containing amendments to certain paragraphs and subparagraphs of the Fiscal Regulations. I am of the opinion that the changes suggested are legally sufficient, but recommend a shifting of expression in paragraph 83 (p), for the sake of clearness, as follows:

- (p) Transfer coach, omnibus, cab, carriage, or taxicab fares for each personal transfer between depots and hotels or residences, Provided, That such charges are not in excess of the locally prevailing rates and in no event in excess of 50 cents, and that satisfactory explanations as to necessity accompany charges for taxicabs or other means of transportation more expensive than street cars.

Wm. M. Loomis

Solicitor.

100
1000

1000 1000

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG. March 29, 1919.

To: Advisory Committee on Finance and Business Methods.

Dear Mr. Zappone:

I hand you herewith correspondence with reference to the proposed Secretary's memorandum covering amendments to fiscal regulations.

As the radio business of the Department seems to be increasing in volume, it occurs to us that we should adopt at this time the correct method of procedure in handling the radiograms which go from the Department as a whole.

The question recently was raised by Mrs. Johnston of the States Relations Service in her memorandum to me of March 5. You will see from my reply, dated March 6, the opinion of this office on the question. The thought in our minds was that it probably would be the best practice to have a line on the radio business of the Department and, for that reason, the suggestion was made that all messages, whether prepared for the signature of the Secretary or not, be sent to the Office of the Secretary for final transmission to the Navy Department. Since writing Mrs. Johnston, we have adopted the plan of sending all messages received from any of the bureaus of the Department to the telegraph office for record. The time of receipt is indicated by the superintendent of telegraph and the messages are then delivered by this office to the Navy Department.

In view of the fact that the handling of this question probably did not receive any considerable attention at the hands of the Committee

FOLLOW UP

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 17, 1918

Dear Sir:

For Secretary's information in relation to the following matters:

1. The following:

I have the honor to acknowledge the receipt of your letter of the 14th inst.

concerning the proposed amendment to the existing law.

As the result of the examination of the proposed amendment, it

appears that it is in accordance with the policy of the Department.

Method of procedure in handling the proposed amendment is from the Department

sent as a whole.

The question of the proposed amendment was referred to the

Department of Agriculture in the Department of the Interior. The

Department of the Interior has advised that it is in accordance with the

policy of the Department and that it is in accordance with the

policy of the Department and that it is in accordance with the

policy of the Department and that it is in accordance with the

policy of the Department and that it is in accordance with the

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policy of the Department and that it is in accordance with the

policy of the Department and that it is in accordance with the

In view of the fact that the handling of this question properly

will not involve any considerable attention on the part of the

FOLLOW UP

when the attached proposed Secretary's memorandum was prepared, Mr. Harrison thinks that it would be well for the Committee to go into this question and make a determination as to whether, in its opinion, the business should be handled as indicated in paragraph 57 of the attached memorandum or whether the other method of handling could be adopted. Will you be good enough to advise this office with the return of the attached papers?

Very truly yours,

Private Secretary.

Enclosures.

When the National Council of Education was organized, the
National Council of Education was organized in 1912.
This Council was organized in 1912, and its purpose was to
the National Council of Education was organized in 1912.
The National Council of Education was organized in 1912.
The National Council of Education was organized in 1912.
The National Council of Education was organized in 1912.
The National Council of Education was organized in 1912.

National Council of Education

National Council of Education

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

March 29, 1919.

To: Advisory Committee on Finance and Business Methods.

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In view of the fact that the handling of this question probably did not receive any considerable attention at the hands of the Committee

FOLLOW UP

That the above proposed amendments are hereby approved, it is

Resolved, That the Board of Directors be and they are authorized to

take such action as may be deemed proper in the premises.

The Board of Directors is authorized to execute and deliver the

proper documents and to do all other things necessary to carry out the

intent and purpose of the foregoing resolutions.

Very truly yours,

Very truly yours,

Very truly yours,

Very truly yours,

United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

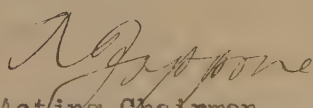
April 1, 1919.

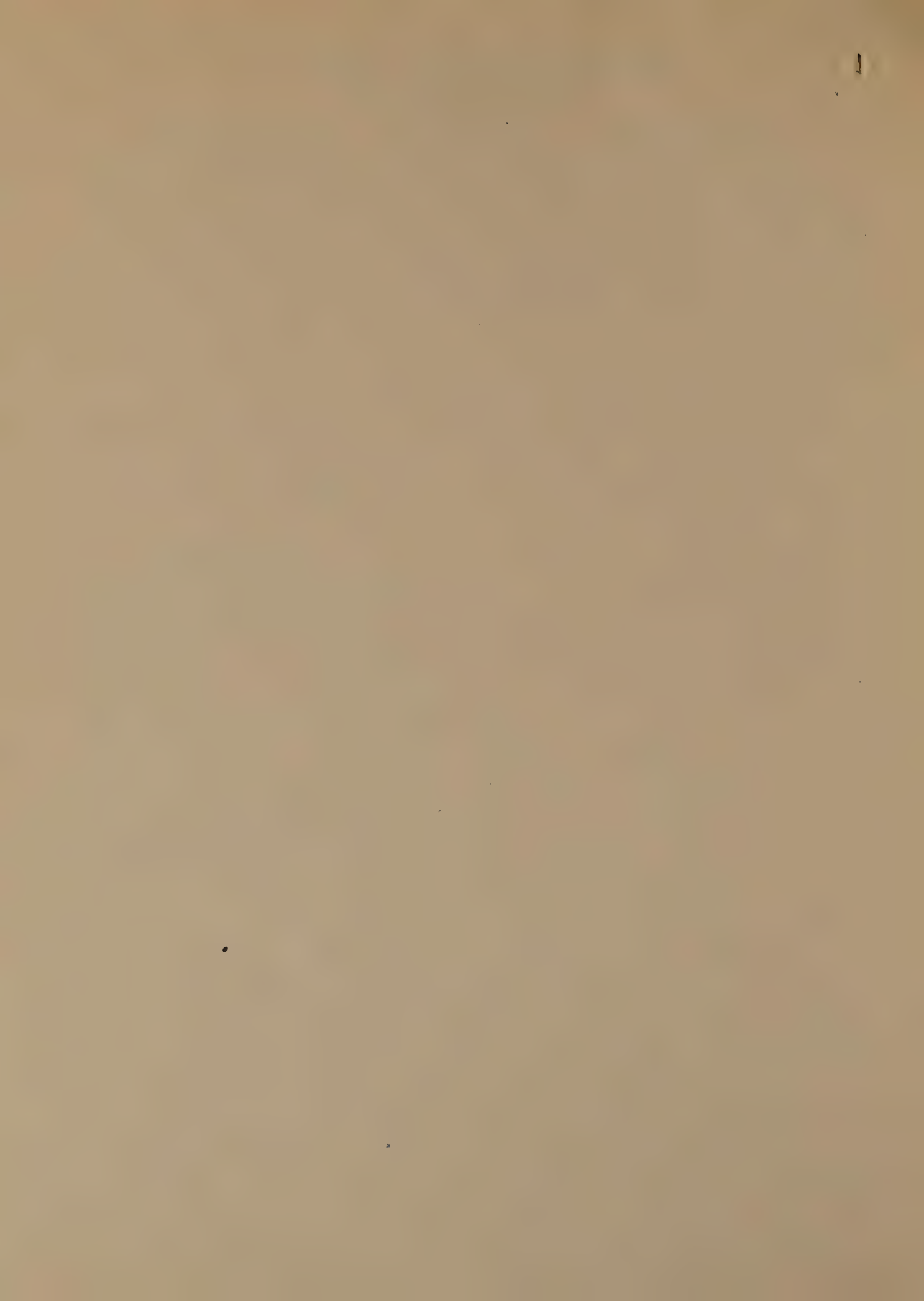
MEMORANDUM FOR MR. FITTS.

Dear Mr. Fitts:

I return herewith the proposed memorandum of amendments to the Fiscal Regulations. Paragraph 57, "Radiograms and Cablegrams," has been re-written in the hope that it will meet the suggestions contained in your memorandum of March 29 and the accompanying correspondence. The Committee believes that the wireless business of the Department should pass through a central agency (in this case the Office of the Secretary) before being turned over to the Navy Department.

Very truly yours,


Acting Chairman,
Advisory Committee on Finance
and Business Methods.



Messages sent from or to Washington, D. C., should not be paid for by the persons sending or receiving the same, except where payment is demanded as a condition to the transmission or delivery of the message. Telegrams not prepaid should have the additional words "Charge Department of Agriculture, Bureau of _____," written or stamped upon the face thereof, and the agent, operator, or messenger should be directed to have the same included in the company's monthly bill. Telegraph messages between points in the field should be prepaid at the Government rate by the employee, where payment is demanded as a condition to the transmission or delivery, and a copy of each prepaid message should support the claim for reimbursement. Identification cards for presentation to agents may be obtained upon application, through the chief of bureau, to the chief clerk of the department. These identification cards must not be used to avoid the payment of commercial rates on any business not a proper charge against the Government.

57. RADIOGRAMS AND CABLEGRAMS.- When necessary to send messages by cable or wireless, use as few words as possible and resort to a code when practicable. The trans-oceanic radio service will handle a certain amount of Government traffic to and from Europe, Honolulu, Guam and the Philippine Islands. Government trans-Atlantic dispatches filed in telegraph and cable offices will be forwarded to the Communication Office, Navy Department, for transmission by radio unless it is indicated on the dispatch that it is to be transmitted by cable. All Government trans-Pacific dispatches for transmission by radio not originating in or around Washington should be filed in telegraph and cable offices addressed "via Navy Radio, San Francisco." In order to avoid delay in dispatches originating in Washington which are to be transmitted by radio, they should be sent direct to the Communication Office, Navy Department, by messenger or telegraph.

73. ACCOUNTS FOR RENT OF LAND AND BUILDINGS.- An account for the rent of land, buildings, or rooms should contain a concise description of the premises rented, a statement of the period (with inclusive dates) for which payment of rent is claimed, and a specific reference to the lease, contract, or other written agreement upon which the claim is based. If no lease or formal agreement of any kind be involved, reference should be made to the letter of authorization under which the expense has been incurred. If the premises be held under a lease, the voucher should be prepared in the name of the lessor, whether he be the owner or merely the agent for the owner; if there be no lease, the voucher should be made in the name of the owner, whether individual, firm, or corporation. Accounts for fractional parts of a month, if rent is charged for at a per annum or monthly rate, should be computed on the basis of the number of days which actually occur in the month covered by the account. For example, in a 30-day month payment of one-thirtieth of the monthly rate should be allowed for each and every day the premises were occupied, and in a 31-day month one thirty-first of the monthly rate should be allowed.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

By Messenger

McG.

March 29, 1919.

To: Advisory Committee on Finance and Business Methods.

Dear Mr. Zappone:

I hand you herewith correspondence with reference to the proposed Secretary's memorandum covering amendments to fiscal regulations.

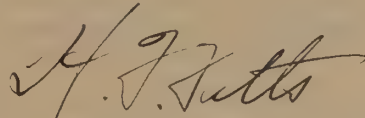
As the radio business of the Department seems to be increasing in volume, it occurs to us that we should adopt at this time the correct method of procedure in handling the radiograms which go from the Department as a whole.

The question recently was raised by Mrs. Johnston of the States Relations Service in her memorandum to me of March 5. You will see from my reply, dated March 6, the opinion of this office on the question. The thought in our minds was that it probably would be the best practice to have a line on the radio business of the Department and, for that reason, the suggestion was made that all messages, whether prepared for the signature of the Secretary or not, be sent to the Office of the Secretary for final transmission to the Navy Department. Since writing Mrs. Johnston, we have adopted the plan of sending all messages received from any of the bureaus of the Department to the telegraph office for record. The time of receipt is indicated by the superintendent of telegraph and the messages are then delivered by this office to the Navy Department.

In view of the fact that the handling of this question probably did not receive any considerable attention at the hands of the Committee

when the attached proposed Secretary's memorandum was prepared, Mr. Harrison thinks that it would be well for the Committee to go into this question and make a determination as to whether, in its opinion, the business should be handled as indicated in paragraph 57 of the attached memorandum or whether the other method of handling could be adopted. Will you be good enough to advise this office with the return of the attached papers?

Very truly yours,



Private Secretary.

Enclosures.

*The Gazette may see you
about this*

United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

March 15, 1919.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith draft of a proposed memorandum containing amendments to certain paragraphs and sub-paragraphs of the Fiscal Regulations of this Department which have become necessary to meet requirements of the accounting officers of the Treasury. For ready reference the new matter has been underscored, but it is not the intention of the Committee to perpetuate the underscoring in any memorandum that may be published.

Paragraph 10 has been amended so as to emphasize the fact that no compensation for services shall be paid out of the appropriation "Miscellaneous Expenses" (Contingent Fund), or from any other lump-fund appropriation, unless such appropriation contains specific authority for such employment.

The language of Paragraph 23 has been changed so as to make its interpretation less difficult than in the case of the present paragraph.

Paragraph 42 has been amended by including the item of rent and outlining the proper method of reckoning fractional parts of a month in rendering accounts for rent.

New matter has been added to Paragraph 44 indicating the procedure to be followed in the preparation of agreements, leases and contracts, so as to establish uniform practice in this regard.

A sentence has been added to Paragraph 53 limiting the use of identification cards to official telegrams.

Paragraph 57 has been amended by the addition of new matter outlining the facilities of the Navy Department for the transmission of official messages by means of the radio service.

Paragraph 73 has been amended by the addition of instructions with respect to the proper method of reckoning fractional parts of a month in connection with accounts for rent of land, buildings, etc.

Paragraph 83 has been amended principally with respect to reimbursement for street car fare, taxicab hire, and transfer of baggage. The paragraph has also been re-arranged so as to facilitate reference to the particular items which may be reimbursed and which may not be reimbursed in addition to per diem in lieu of subsistence.

Paragraph 86 (e) has been amended with respect to charges for taxicab hire and baggage transfers.

Paragraph 86 (h) has been amended to indicate that charges for telegrams to hotels reserving accommodations do not necessarily have to be included in subsistence allowance of the day on which incurred.

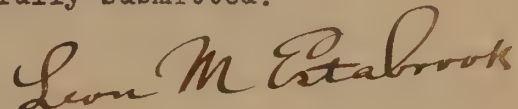
Paragraph 86 (r) has been amended with a view to preventing employees from making alterations on departmental bills of lading issued to them for the transportation of household goods.

Appendix F has been amended by including the State of Georgia in the list of States in which the payment of certain fees, tips, etc., is prohibited by law.

A new appendix (Appendix G) has been included in the Fiscal Regulations. This contains a schedule of baggage transfer rates in the District of Columbia which has been approved by the Public Utilities Commission of the District. The Committee believed that this information would be useful to employees who have occasion to travel to and from Washington.

It is recommended that the memorandum of amendments be approved.

Respectfully submitted:

A handwritten signature in dark ink, reading "Leon M. Estabrook". The signature is written in a cursive style with a large, prominent "L" and "E".

Chairman,
Advisory Committee on Finance
and Business Methods.

W. H. H. H.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

m-

April 2, 1919.

MEMORANDUM NO. 270.

Designation of S. A. Postle as a Member of the Board of Awards,
vice F. E. Meloy.

Mr. S. A. Postle, Chief Clerk, Bureau of Chemistry, has been designated as a member of the Board of Awards to succeed Mr. F. E. Meloy, who has been appointed Department representative on the General Supply Committee. Memorandum No. 43, dated September 25, 1913, is amended accordingly.

The present personnel of the Board is as follows:

R. M. Reese, Chief Clerk of the Department, Chairman,
C. C. Carroll, Chief Clerk, Bureau of Animal Industry.
S. A. Postle, Chief Clerk, Bureau of Chemistry

J. H. H. H.
Secretary.

FILED
MAR 16 1936
the Secretary of Agriculture

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 1
~~March 15~~, 1919.

MEMORANDUM NO. 271

Amendments to Fiscal Regulations.

The paragraphs and sections of paragraphs of the Fiscal Regulations of this Department, effective December 1, 1917, identified by the numbers and letters set out below, are hereby amended to read as follows, effective March 1, 1919:

10. APPOINTMENT AND OATH OF OFFICE.- Except temporary assistants and laborers outside of Washington, employed, subject to civil-service rules, under letters of authority, every person entering the service of the department will be appointed by the Secretary at a specified rate of compensation. In no circumstances shall an appointment for service in the District of Columbia be issued the compensation under which is payable from the appropriation "Miscellaneous Expenses" (Contingent Fund), or from any other lump-fund appropriation, unless such appropriation contains specific authority for such employment. In all cases of original appointment, promotion, demotion, or transfer from one position to another on a statutory roll, or of an original appointment on a lump-fund roll, or of a transfer from the statutory roll of one bureau to a lump-fund roll of another bureau, an oath of office² must be executed and filed with the bureau before the first payment of salary will be made.²

23. DEDUCTION FOR SUNDAY OR HOLIDAY ABSENCE.- In the adjustment of salaries the following principles will be applied to Sundays or holidays:

(a) When such days occur at the beginning of a period of leave without pay a deduction of pay for such days will be made only when the employee was not actually on duty immediately preceding the Sunday or holiday.

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(b) When such days occur within a period of leave without pay a deduction of pay will be made therefor.

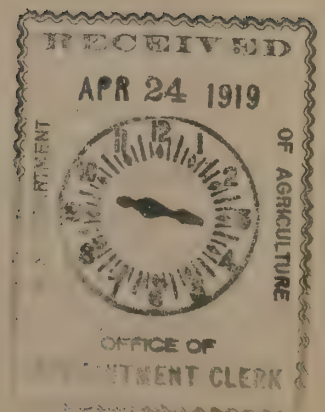
(c) When such days occur at the conclusion of a period of annual or sick leave a deduction of pay will be made therefor only when the employee, instead of returning to duty on the day following the Sunday or holiday, immediately enters upon a period of leave without pay.

A deduction of pay will also be made for Sundays or holidays at the conclusion of an indefinite period of leave without pay, or absence without permission charged as leave without pay, as under such circumstances an employee can not be restored to a pay status prior to his actual return to duty.

No deduction of pay will be made for a Sunday or holiday following a leave without pay granted for a definite period, if the employee returns to duty on the day following the Sunday or holiday.

29. PURCHASE ORDERS APPROVED BY THE SECRETARY.- All orders for job work, or for the purchase of supplies, in excess of \$100 must be approved by the Secretary except in the case of the Weather Bureau, the Forest Service, and the Bureau of Public Roads, which may issue purchase orders for amounts not exceeding \$500, and except in case of the Forest Service and the Bureau of Public Roads, which may, for amounts less than \$2,500, also let contracts for road construction station work and issue purchase orders for supplies, materials, or equipment required exclusively for the construction and maintenance of roads or trails under the provisions of the 10% forest road and trail provisions, section 8 of the Federal aid road act, general improvement funds, and, with the prior approval of the Secretary, specific cooperative funds deposited for road improvement work; but no automobiles, motor boats, or other motor-driven vehicles, no cameras or lenses, and no medicines for personal use (see par. 86, sec. m), shall be purchased without specific authority of the Secretary. (Reproduced from Memorandum No. 263, effective February 15, 1919).

31. ACCEPTANCE OF BIDS; CONTRACT AND BOND.- No price shall be accepted unless it is reasonable. All bids and proposals shall be subject to these regulations. The contract of purchase will be complete and binding upon acceptance by the department of the bid or proposal. The Chief of the Weather Bureau, the Forester, or a district forester when previously authorized in writing by the Forester, and the Director of the Bureau of Public Roads, or a district engineer of that bureau when previously authorized in writing by the Director, may accept bids or proposals when the amount involved is \$500 or less. The Forester or Director, and a district forester or a district engineer when authorized as aforesaid, may, when the amount involved is less than \$2,500, accept bids or proposals for road construction station work or for supplies, materials, and equipment required exclusively for the construction of roads or trails, giving notice of all acceptances by themselves. A formal contract and bond must be required for all construction work let to contract. In other cases the officer accepting the bid may,



in his discretion, require such contract and bond. The services of the most available law officer of the department should be utilized in preparing contracts and bonds. An official in charge of an experiment station in Alaska, Hawaii, Porto Rico, or the Island of Guam, when previously authorized in writing by the Secretary, may accept bids or proposals up to amounts fixed in such authorization, and shall give notice of the acceptance thereof. In all other cases acceptances and notices thereof will be by the Secretary. Except in such cases and cases in which, pursuant to the Administrative Regulations, there may be a waiver, as evidence of contract of purchase, the Secretary may require the bidder or maker of a proposal to sign a written contract, supported by appropriate bond, when the amount involved is \$1,000 or more. When less than \$50 is involved, and answers to inquiries, made in compliance with the Fiscal Regulations, result in quotations of reasonable prices, the lowest price quoted may be used informally by the chief of the bureau concerned as the basis of purchases in the open market. Unless otherwise stated in the specifications, or advertisement for bids or proposals, or in the contract of purchase, the department shall be bound only for the particular supplies specified therein, and shall not be bound for supplies which may be purchased at any other time during that fiscal year. (Reproduced from Memorandum No. 263, effective February 15, 1919).

42. ACCOUNTS FOR RENT, SUPPLIES AND SERVICES OTHER THAN PERSONAL, HOW RENDERED.- Every account for rent, or for supplies furnished, or services (other than personal) rendered by any person or persons not officially connected with the department or by any firm or corporation, should be prepared upon a Form 5 voucher, in the name of the individual, firm, or corporation to whom payment is legally due. Accounts for rent should be rendered in accordance with paragraph 73, while accounts for supplies and services other than personal should be fully itemized, showing quantity and unit price, and the date of each item thereof should correspond with the date of actual delivery or performance. Accounts for rent or services (other than personal) for fractional parts of a month, if charged for at a per annum or monthly rate, should be computed on the basis of the number of days which actually occur in the month covered by the account. For example, in a 30-day month one-thirtieth of the monthly rate should be allowed for each and every day the premises were occupied or the service rendered, and in a 31-day month one thirty-first of the monthly rate should be allowed.

44. TIME ELEMENT IN CONTRACTS; LIQUIDATED DAMAGES.- Whenever the necessity arises for inviting bids for the erection of buildings, the installation of drainage systems, the furnishing of special supplies and apparatus, etc., in connection with which time is the potent factor, and failure to perform the service within the given period will result in substantial damage to the United States, bidders should be notified at the time they are requested to bid that the department reserves the right to require a stipulation in the agreement to be executed by the successful bidder, fixing, at so many dollars for each day's delay, the damage which will result to the United States in the event of failure to complete the agreement within the time specified;



and in all bids upon which agreements containing a damage clause will subsequently be based the time within which the work is to be finished should, if possible, be stated.

All signed and approved copies of agreements intended to be retained by contractors should be sent them by registered mail and return receipt demanded, and when such agreements contain a damage clause there should also be forwarded therewith a letter signed by the chief of the bureau concerned with request that it be acknowledged.

In the case of agreements containing a damage clause, the bureau for whose benefit the agreement is drawn will retain the letter of acknowledgment and the registry return receipt until performance of the agreement is completed and the final account thereunder is prepared, when the registry return receipt, or both the registry return receipt and letter of acknowledgment, as the case may be, should be attached to the final settlement voucher.

In preparing the agreement, the Solicitor of the Department may omit the damage clause if, in his judgment, it is not essential to the proper performance of the contract, even though the bidder may have previously been notified that such clause will be required.

The request for the preparation of an agreement, lease, or contract will be sent to the Solicitor of the Department, where five copies will be prepared and forwarded to the bureau. One of these copies will be retained by the bureau and one forwarded to the Office of Inspection; the other three copies will be sent to the contractor or lessor for execution and return to the bureau, whence they will be forwarded to the Solicitor for execution by the Secretary. When so executed, the Solicitor will return them to the bureau, which will immediately send one copy to the contractor or lessor and one copy to the Office of Inspection, the latter for ultimate transmission, through the Disbursing Clerk, to the Auditor for the State and Other Departments.

46. CONTRACT AND BOND, WHEN REQUIRED.- When bids for construction or road construction station work are accepted, a contract and bond will be required.

A contract and bond will, as a general rule, be required for supplies and materials procured under informal bid when the aggregate amount involved is more than \$1,000, or when supplies and materials, or equipment, are procured by the Forest Service or Bureau of Public Roads exclusively for the construction or maintenance of roads or trails where the amount involved is \$2,500 or more. This requirement may be waived, however, by the Secretary, when the articles to be purchased are of regular standard make or manufacture and in connection with the purchase of seeds for Congressional distribution when immediate delivery is required. (Reproduced from Memorandum No. 263, effective February 15, 1919).

53. INDORSEMENT OF AND PAYMENT FOR TELEGRAMS; IDENTIFICATION CARDS.- All telegraph messages relating to the business of the Department should be indorsed "U. S. Official Business, Government Rate."



Messages sent from or to Washington, D. C., should not be paid for by the persons sending or receiving the same, except where payment is demanded as a condition to the transmission or delivery of the message. Telegrams not prepaid should have the additional words "Charge Department of Agriculture, Bureau of _____," written or stamped upon the face thereof, and the agent, operator, or messenger should be directed to have the same included in the company's monthly bill. Telegraph messages between points in the field should be prepaid at the Government rate by the employee, where payment is demanded as a condition to the transmission or delivery, and a copy of each prepaid message should support the claim for reimbursement. Identification cards for presentation to agents may be obtained upon application, through the chief of bureau, to the chief clerk of the Department. These identification cards must not be used to avoid the payment of commercial rates on any business not a proper charge against the Government.

57. RADIOGRAMS AND CABLEGRAMS.- When necessary to send messages by cable or wireless, use as few words as possible and resort to a code when practicable. The trans-oceanic radio service will handle a certain amount of Government traffic to and from Europe, Honolulu, Guam and the Philippine Islands. Government trans-Atlantic dispatches filed in telegraph and cable offices will be forwarded to the Communication Office, Navy Department, for transmission by radio unless it is indicated on the dispatch that it is to be transmitted by cable. All Government trans-Pacific dispatches for transmission by radio not originating in or around Washington should be filed in telegraph and cable offices addressed "via Navy Radio, San Francisco." In order to avoid delay in dispatches originating in or around Washington which are to be transmitted by radio they should be sent, together with two carbon copies, to the Office of the Secretary, through the Department Superintendent of Telegraph, whence they will be transmitted to the Communication Office, Navy Department.

73. ACCOUNTS FOR RENT OF LAND AND BUILDINGS.- An account for the rent of land, buildings, or rooms should contain a concise description of the premises rented, a statement of the period (with inclusive dates) for which payment of rent is claimed, and a specific reference to the lease, contract, or other written agreement upon which the claim is based. If no lease or formal agreement of any kind be involved, reference should be made to the letter of authorization under which the expense has been incurred. If the premises be held under a lease, the voucher should be prepared in the name of the lessor, whether he be the owner or merely the agent for the owner; if there be no lease, the voucher should be made in the name of the owner, whether individual, firm, or corporation. Accounts for fractional parts of a month, if rent is charged for at a per annum or monthly rate, should be computed on the basis of the number of days which actually occur in the month covered by the account. For example, in a 30-day month payment of one-thirtieth of the monthly rate should be allowed for each and every day the premises were occupied, and in a 31-day month one-thirty-first of the monthly rate should be allowed.



83. EXPENSES NOT REIMBURSABLE IN ADDITION TO PER DIEM; EXPENSES REIMBURSABLE.- Employees authorized to receive per diem allowances in lieu of subsistence will not be reimbursed, in addition, for-

- (a) Meals;
- (b) Lodging;
- (c) Fees to hotel employees;
- (d) Waiter fees;
- (e) Fees to dining room stewards on steamships;
- (f) Bath;
- (g) Laundry;
- (h) Telegrams reserving hotel or Pullman accommodations;
- (i) Street car or other fares between place of lodging or where meals are taken, and place where duty is to be performed;
- (j) Other subsistence expenses;

but, in addition to the per diem allowance, may be reimbursed for expenses actually and necessarily incurred for-

- (k) Railroad and steamboat fares;
- (l) Fees to cabin and deck stewards;
- (m) Sleeping berth;
- (n) Stateroom on steamboats;
- (o) Seats in parlor or chair cars;
- (p) Street-car, transfer-coach, omnibus, cab, carriage and taxicab fares, in amounts not exceeding 50 cents for each personal transfer, if such charge is not in excess of the locally prevailing rates, except when incurred between place of lodging, or where meals are taken, and place where duty is to be performed (See Section (i); Provided, however, that where duty is performed at more than one place on any one day street car or other fares may be allowed between such places of duty: Provided further, That satisfactory explanations as to necessity accompany charges for taxicab or other means of transportation more expensive than street cars. Payments in excess of 50 cents due to higher locally prevailing rates must likewise be explained in writing.
- (q) Transfer of baggage at rates not exceeding 50 cents for personal baggage, and a like charge for each additional piece of baggage containing Government property or private property for Government use, when not in excess of locally prevailing rates (for rates in the District of Columbia see Appendix G). Payments in excess of 50 cents due to higher locally prevailing rates must be explained in writing.
- (r) Livery hire, stage fare, and other means of conveyance between points not accessible by railroad;
- (s) Fees for checking baggage at depots and docks;
- (t) Fees to Pullman, depot, and dock porters;
- (u) Other expenses of transportation;

Provided, That payment of any fee herein mentioned in any State in which payment of such fee is prohibited by law will not be reimbursed (See Appendix F).



86. ACTUAL TRAVELING EXPENSES DEFINED.- Proper and legitimate actual traveling expenses, when authorized, are those usual and essential to the comfort of travelers, and may embrace any one or more of the following items of expenditure, if actually incurred, provided that reimbursement for subsistence expenses shall in no case exceed \$5 a day.

(Sections (a) to (d), inclusive, unchanged).

(e) Street-car, transfer-coach, omnibus, cab, carriage, or taxicab fares will be allowed in amounts not exceeding 50 cents for each personal transfer if the charge is not in excess of the locally prevailing rates: Provided, That satisfactory explanations as to necessity accompany charges for taxicabs or other means of transportation more expensive than street cars. Tips to drivers or chauffeurs will not be allowed. Transfers of baggage at rates not to exceed 50 cents for personal baggage, and a like charge for each additional piece of baggage containing Government property or private property for Government use will be allowed when not in excess of the locally prevailing rates (for rates in the District of Columbia see Appendix G). All charges for baggage transfers included in reimbursement accounts must be supported by a statement indicating the kind of baggage transferred (whether hand bag, suit case, trunk, etc.) and the number of pieces. Payments in excess of 50 cents for personal transfers or transfers of baggage due to higher locally prevailing rates must be explained in writing. Personal transfers and transfers of baggage between hotels will be allowed only when satisfactorily explained. Storage charges on baggage to avoid frequent transfers may be allowed when properly explained.

(Sections (f) and (g) unchanged)

(h) Except as provided in paragraph 86 (v), customary charges for subsistence expenses, not to exceed in the aggregate \$5 for any one day, may be allowed, and will include all expenses incurred for meals, lodging, bath, personal use of room at hotel during the daytime, waiter fees not exceeding 30 cents in any one day, fees for checking and portage of baggage upon arrival at and departure from hotels not to exceed 10 cents for portage of, and 10 cents for checking, each piece, laundry, to be included in subsistence expenses for the date on which paid, telegrams to hotels reserving accommodations (but not telegrams reserving Pullman accommodations), and all other subsistence expenses. Charges for laundry at an average rate not exceeding 20 cents a day for each day while in a travel status, must include all expenses incurred for that item during the period for which the voucher is rendered and must not include laundry items brought forward from previous periods. Charges incurred for laundry at official headquarters at the termination of a trip will not be allowed. Receipts for laundry must be submitted or a written statement filed with the account showing the impracticability of obtaining such receipts. A charge for lodging at a hotel and a charge for



sleeping berth for the same night will be allowed only when accompanied by a definite statement of necessity: Provided, That reimbursement for the payment of any fee herein mentioned will not be allowed in States in which the payment of such fee is prohibited by law. (See Appendix F).

(Sections (i) to (q), inclusive, unchanged)

(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made on departmental bills of lading, released at a valuation of \$10 per 100 pounds. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charge on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it that the property so shipped consists of the household goods of the employee transferred and is exclusively his property, that all other personal property so transferred is to be used in official work, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. If the weight of the shipment exceeds 5,000 pounds the employee must ship the excess weight on a commercial bill of lading and pay the charges on same from his private funds; he must not, under any circumstances, ship more than 5,000 pounds on the departmental bill of lading.

(Sections (s) to (v), inclusive, unchanged)

Appendix F of the Fiscal Regulations of this department, as adopted December 1, 1917, is hereby amended to read as follows:

APPENDIX F.

In Arkansas, payments of tips, fees, or gratuities to any porter, or any other employee of any hotel, restaurant, cafe, eating house, or to any porter or other employee of any sleeping car company or dining car company or corporation or carrier operating any sleeping car or dining car, is prohibited by law.

In Iowa and Georgia, payment of a gratuity, tip, or other thing of value or of valuable consideration to any employee of any hotel, restaurant, or other public place, or to any employee of any person, firm, partnership, or corporation, or of any public service corporation, engaged in the transportation of passengers, is prohibited by law.

In Mississippi, South Carolina, and Tennessee, payment of tips, fees or gratuities to any person in the employ of any hotel, restaurant, cafe, dining car, railroad company, or sleeping car company, is prohibited by law.



An additional appendix is included in the Fiscal Regulations of this Department, as follows:

APPENDIX G.

Rates for Transfer of Baggage

in the

District of Columbia

To and From Railroad Stations, Steamship Docks, Etc.

NORTHWEST.	One Piece.	Each Addition- al Piece.	Hand Baggage per Piece.
Michigan Ave. from North Capitol to Reservoir; to Park Place; to Rock Creek Church Road; to Spring Road; to Adams Mill Road; to 20th St.; to Cal- vert St.; to Belmont Road; to Massachusetts Ave.; to Reservoir Street; to 35th St.; to Lower Water St.; to 17th St.....	\$0.50	\$0.50	\$0.35
Spring Road and Rock Creek Church Road to Shepherd St.; to 19th St.....	.75	.50	.35
Shepherd St. to Decatur St., between 3rd St. and Rock Creek Park.....	1.00	.50	.50
Decatur St. to Kennedy St., between 3rd St. and Rock Creek Park.....	1.00	.50	.50
R St. to W St., west of Oak Hill Cemetery to 35th St..	.75	.50	.35
Reservoir St. to Davis St., between 35th St. and 37th St.....	.75	.50	.35
West of Rock Creek Park bounded by Cathedral Ave., 34th St., and Massachusetts Ave.....	.75	.50	.35
Rock Creek from Cathedral Ave. to Tilden St.; to Wisconsin Ave.; to Davis St.; to 34th St.; to Cathedral Ave.....	1.00	.50	.50
Convent of Visitation (Georgetown).....	.75	.50	.35
Immaculatta Seminary.....	1.00	.75	.50
National Cathedral School for Girls.....	.75	.50	.35
National Cathedral School for Boys.....	.75	.50	.35
Soldiers' Home.....	1.00	.50	.50
U. S. Naval Observatory.....	1.00	.50	.50



NORTHEAST.

	One Piece.	Each Addition- al Piece.	Hand Baggage per Piece.
Michigan Ave. from North Capitol St. to Glen- wood Cemetery; to Bryant St.; to 6th St.; to B. & O. R. R.; to New York Ave.; to Mt. Olivet Road; to Bladensburg Road; to Benning Road; to 19th St.; to East Capitol St.....	\$0.50	\$0.50	\$0.35
Bryant St. to Michigan Ave. between Glenwood Cemetery and 7th St.....	.75	.50	.35
Catholic University (Brookland).....	1.00	.50	.50
Trinity College.....	.75	.50	.35

SOUTHEAST.

19th St. from East Capitol St. to Water St.; to O St.; to South Capitol St.....	.50	.50	.35
Anacostia.....	.75	.50	.35
Navy Yard Dock.....	.50	.50	.35
United States Government Insane Asylum.....	1.00	.50	.50
Washington Asylum.....	.50	.50	.35

SOUTHWEST.

O St. from South Capitol St. to Water St.; to 15th St.....	.50	.50	.35
War College.....	.50	.50	.35

THROUGH TRANSFER SERVICE.

Between Railroad Stations and N. & W. S. B. Docks	.40	.40	.25
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SERVICE BETWEEN LOCAL ADDRESSES.

Fifteen squares or less.....	.50	.50	.35
Exceeding fifteen squares but less than fifty....	.75	.50	.35
Fifty squares or more.....	1.00	.50	.50

WITHIN THE DISTRICT OF COLUMBIA BEYOND THE BOUNDARIES NAMED ABOVE.....

1.25	1.00	.75
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SERVICE THROUGH CONNECTING EXPRESSES.

Baggage will be accepted by the Union Transfer Company for delivery to addresses in suburban points to which no service is maintained by the company, service to be completed by local expresses operating to such points, for which the charge will be fifty cents per piece for transfer to connecting express, total charge to be collected upon delivery.

BOUNDARY LINES.

The lower of two rates applies to all addresses on both sides of streets which form boundary lines between territories in which different rates apply.

POINT OF SERVICE.

The rates scheduled apply to the transfer of baggage only to and from the ground floor of residences, hotels, apartment houses and other buildings.



Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

W. L. ...
April 4, 1919.

MEMORANDUM No. 272.

Extracts from appropriation acts for 1920 (other than the Agricultural Appropriation Act), and special acts passed by the 65th Congress (third session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to the employees thereof.

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts indicated:

ACT TO PROVIDE REVENUE, AND FOR OTHER PURPOSES; APPROVED FEBRUARY 24, 1919,
PUBLIC NO. 254.

ADDITIONAL PAYMENT TO DISCHARGED SOLDIERS AND SAILORS.

Sec. 1406. That all persons serving in the military or naval forces of the United States during the present war who have, since April 6, 1917, resigned or been discharged under honorable conditions (or, in the case of reservists, been placed on inactive duty), or who at any time hereafter (but not later than the termination of the current enlistment or term of service) in the case of the enlisted personnel and female nurses, or within one year after the termination of the present war in the case of officers, may resign or be discharged under honorable conditions (or, in the case of reservists, be placed on inactive duty), shall be paid, in addition to all other amounts due them in pursuance of law, \$60 each.

This amount shall not be paid (1) to any person who though appointed or inducted into the military or naval forces on or prior to November 11, 1918, had not reported for duty at his station on or prior to such date; or (2) to any person who has already received one month's pay under the provisions of section 9 of the Act entitled "An Act to authorize the President to increase temporarily the military establishment of the United States," approved May 18, 1917; or (3) to any person who is entitled to retired pay; or (4) to the heirs or legal representatives of any person entitled to any payment under this section who has died or may die before receiving such payment. In the case of any person who subsequent to separation from the service as above specified has been appointed or inducted into the military or naval forces of the United States and has been or is again separated from the service as above specified, only one payment of \$60 shall be made.

The above amount, in the case of separation from the service on or prior to the passage of this Act, shall be paid as soon as practicable after the passage of this Act, and in the case of separation from the service after the passage of this Act shall be paid at the time of such separation. * * * (pages 105 and 106)

ACT AUTHORIZING THE ADDITION OF CERTAIN LANDS TO THE WYOMING NATIONAL FOREST,
APPROVED FEBRUARY 25, 1919, PUBLIC NO. 256.

That any lands within the following-described areas, found by the Secretary of Agriculture to be chiefly valuable for the production of timber or the protection of stream flow, may, with the approval of the Secretary of the Interior, be included within and made a part of the Wyoming National Forest by proclamation of the President, said lands to be thereafter subject to all laws affecting national forests: All of township twenty-nine north, range one hundred and eighteen west; all of township twenty-nine north, range one hundred and nineteen west; sections five, six, seven, eight, seventeen, eighteen, nineteen, twenty, twenty-one, twenty-eight, twenty-nine, thirty, thirty-one, thirty-two, and thirty-three, township thirty north, range one hundred and eighteen west; all of township thirty north, range one hundred and nineteen west; sections seven, eighteen, nineteen, thirty, thirty-one, and west half of section thirty-two, township thirty-one north, range one hundred and eighteen west; sections nineteen to thirty-six, inclusive, township thirty-one north, range one hundred and nineteen west; all of the sixth principal meridian, Wyoming.

DEFICIENCY ACT, APPROVED FEBRUARY 25, 1919, PUBLIC NO. 275.

TRANSFER OF OFFICE MATERIAL, SUPPLIES AND EQUIPMENT.

For salaries of employees, office equipment, fuel, light, electric current, telephone service, maintenance of motor trucks, and other necessary expenses for carrying into effect the Executive order of December 3, 1918, regulating the transfer of office materials, supplies, and equipment in the District of Columbia falling into disuse because of the cessation of war activities, \$100,000, to continue available during the fiscal year 1920: * * * Provided further, That the said Executive order shall continue in effect until June 30, 1920, without modification except that proceeds from the transfer of appropriations thereunder shall be covered into the Treasury as miscellaneous receipts: Provided further, That the heads of the executive departments and independent establishments and the commissioners of the District of Columbia shall cooperate with the Secretary of the Treasury in connection with the storage and delivery of material, supplies, and equipment transferred under the foregoing order: Provided further, That the Secretary of War is authorized and directed to transfer to the Secretary of the Treasury without payment therefor three heavy motor trucks for use of the General Supply Committee. (pages 2 and 3)

REINSTATEMENT OF EMPLOYEES WHO WERE DRAFTED OR ENLISTED IN THE MILITARY
SERVICE OF THE UNITED STATES IN THE WAR WITH GERMANY.

* * * That all former Government employees who have been drafted or enlisted in the military service of the United States in the war with Germany shall be reinstated on application to their former positions, if they have received an honorable discharge and are qualified to perform the duties of the position. (page 4)

ACT TO ACCEPT FROM THE SOUTHERN OREGON COMPANY A RECONVEYANCE OF LANDS GRANTED THE STATE OF OREGON BY THE ACT OF MARCH 3, 1869, COMMONLY KNOWN AS THE COOS BAY WAGON ROAD GRANT, TO PROVIDE FOR THE DISPOSITION OF SAID LANDS, AND FOR OTHER PURPOSES, APPROVED FEBRUARY 26, 1919, PUBLIC NO. 280.

This act authorizes the payment of \$232,463.07 to the Southern Oregon Company upon the execution and delivery of a deed, satisfactory to the Attorney General of the United States, reconveying to the United States all the right, title, and interests of the said company in lands situated in Coos and Douglas counties, Oregon, and embraced within the limits of the grant made by the United States to the State of Oregon by the act of March 3, 1869, entitled "An Act granting lands to the State of Oregon to aid in the construction of a military wagon road from the navigable waters of Coos Bay to Roseburg, in said State," commonly known as the Coos Bay Wagon Road grant, and now involved in litigation pending in the Supreme Court of the United States, said suit to be dismissed upon the approval of the deed by the Attorney General.

Section 7 of the act appropriates \$12,000 to enable the Secretary of the Interior, in cooperation with the Secretary of Agriculture, to complete the classification of the lands involved, the said sum to be available immediately and until the classification shall have been completed.

POST OFFICE APPROPRIATION ACT, APPROVED FEBRUARY 28, 1919, PUBLIC NO. 299.
(SECTIONS 5 TO 9, INCLUSIVE.)

ADDITIONAL APPROPRIATIONS FOR THE CONSTRUCTION OF RURAL POST ROADS.

These sections amend the Federal Aid Road Act of July 11, 1916, and appropriate \$200,000,000 additional for the construction of rural post roads, as follows: \$50,000,000 for the fiscal year 1919, available immediately, \$75,000,000 for the fiscal year 1920, and \$75,000,000 for the fiscal year 1921. They also appropriate \$3,000,000 additional during the fiscal years 1919, 1920, 1921 for the construction and maintenance of roads and trails within or partly within National forests. (pages 14, 15, and 16)

ACTS TO CONSOLIDATE CERTAIN FOREST LANDS WITHIN THE CACHE NATIONAL FOREST, UTAH, AND TO ADD CERTAIN LANDS THERETO, APPROVED FEBRUARY 28, 1919, PUBLIC NOS. 303 AND 307.

These acts authorize the Secretary of the Interior to accept from certain private owners, in exchange for lands of approximately equal value, title to lands which the Secretary of Agriculture certifies are chiefly valuable for national forest purposes, such lands when acquired by the Government to become a part of the Cache National Forest and subject to all the laws and regulations applicable thereto.

LEGISLATIVE, EXECUTIVE, AND JUDICIAL APPROPRIATION ACT, APPROVED MARCH 1, 1919, PUBLIC NO. 314.

DETAIL OF EMPLOYEES TO OFFICE OF THE PRESIDENT.

* * * That employees of the executive departments and other establishments of the executive branch of the Government may be detailed from time to time to the office of the President of the United States for such temporary assistance as may be necessary. (page 11)

EXPENSES OF BUREAU OF EFFICIENCY.

To enable the Bureau of Efficiency, authorized by the urgent deficiency appropriation act approved February 28, 1916, to establish and maintain a system of efficiency ratings, to investigate administrative needs of the service relating to personnel in the several executive departments and independent establishments, required by the legislative, executive, and judicial appropriation acts for the fiscal years 1913 and 1914, respectively, and to investigate duplication of statistical and other work and methods of business in the various branches of the Government service; for purchase or exchange of equipment, supplies, stationery, books and periodicals, printing and binding, traveling expenses not exceeding \$3,000, and street car fare not exceeding \$50; in all, \$125,000: Provided, That not more than fifteen persons shall be employed hereunder at a rate of compensation in excess of \$3,000 per annum. (page 11)

PROHIBITING DETAIL OF EMPLOYEES TO THE CIVIL SERVICE COMMISSION.

No detail of clerks or other employees from the executive departments or other Government establishments in the District of Columbia to the Civil Service Commission, for the performance of duty in the District of Columbia, shall be made for or during the fiscal year 1920. * * * (page 12)

TESTING SUPPLIES AND MATERIALS FOR GOVERNMENT.

Bureau of Standards: For testing miscellaneous materials, such as varnish materials, soap materials, inks, and chemicals, including supplies for the Government departments and independent establishments, including personal services in the District of Columbia and in the field, as authorized by law, \$30,000. (pages 52 and 53)

DEVELOPMENT OF COLOR STANDARDS.

Bureau of Standards: To develop color standards and methods of manufacture and of color measurement, with special reference to their industrial use in standardization and specification of colorants such as dyestuffs, inks, and pigments, and other products, paint, paper, and textiles, in which color is a pertinent property, including personal services in the District of Columbia and in the field, \$10,000. (page 53)

PRODUCTION OF OPTICAL GLASS.

Bureau of Standards: For the investigation of the problems involved in the production of optical glass, including personal services in the District of Columbia and in the field, \$20,000. (page 53)

PURCHASE, PREPARATION, ETC., OF STANDARD MATERIALS FOR CHECKING CHEMICAL ANALYSES AND TESTING PHYSICAL MEASURING APPARATUS.

Bureau of Standards: For purchase, preparation, analysis, and distribution of standard materials to be used in checking chemical analyses and in the testing of physical measuring apparatus, including personal services in the District of Columbia and in the field, \$5,000. (page 53)

DEVELOPMENT OF STANDARDS OF TEXTILES, PAPER, LEATHER, AND RUBBER.

Bureau of Standards: To investigate textiles, paper, leather, and rubber in order to develop standards of quality and methods of measurement, including personal services in the District of Columbia and in the field, \$15,000. (page 53)

STANDARDIZATION AND DESIGN OF SUGAR-TESTING APPARATUS AND DEVELOPMENT OF TECHNICAL SPECIFICATIONS FOR VARIOUS GRADES OF SUGARS.

Bureau of Standards: For the standardization and design of sugar-testing apparatus; the development of technical specifications for the various grades of sugars with particular reference to urgent problems made pressing by war conditions, especially involving the standardization and manufacture of sugars; for the study of the technical problems incidental to the collection of the revenue on sugar and to determine the fundamental scientific constants of sugars and other substances, including personal services in the District of Columbia and in the field, \$20,000. (pages 53 and 54)

PROVIDING TRANSPORTATION FROM THE DISTRICT OF COLUMBIA OF GOVERNMENTAL EMPLOYEES WHOSE SERVICES NO LONGER ARE REQUIRED OR WHO MAY RESIGN.

This section provides actual railroad transportation, including sleeping-car accommodations, from the District of Columbia to the place from which they accepted employment or to their legal residence or to such other place not a greater distance, as the employee may elect, for employees receiving not less than \$100 nor more than \$1400, who have come to the District of Columbia since April 6, 1917, whose services no longer are required and whose employment has been or may be terminated without delinquency or misconduct on their part, or who may resign from their positions, during the period from November 11, 1918, to March 31, 1919, inclusive. The section in full and the regulations of the Secretary of Agriculture with reference thereto will be found in Memorandum No. 266, dated March 6, 1919. (pages 59 and 60)

PURCHASE OF TYPEWRITING MACHINES.

Sec. 5. That no part of any money appropriated by this or any other act shall be used during the fiscal year 1920 for the purchase of any typewriting machine at a price in excess of the lowest price paid by the Government of the United States for the same make and substantially the same model of machine during the fiscal year 1918; such price shall include the value of any typewriting machine or machines given in exchange, but shall not apply to special prices granted on typewriting machines used in schools of the District of Columbia or the Indian Service, the lowest of which special prices paid for typewriting machines shall not be exceeded in future purchases for such schools: Provided, That in construing this section the Commissioner of Patents shall advise the Comptroller of the Treasury as to whether the changes in any typewriter are of such structural character as to constitute a new machine not within the limitations of this section. (pages 60 and 61)

DETAIL OF EMPLOYEES IN THE CLASSIFIED SERVICE FOR DUTY OUTSIDE OF
THE DISTRICT OF COLUMBIA.

Sec. 6. That in expending appropriations made in this act persons in the classified service in the District of Columbia shall not be detailed for service outside of the District of Columbia except for or in connection with work pertaining directly to the service at the seat of government of the department or other Government establishment from which the detail is made: Provided, That nothing in this section shall be deemed to apply to the investigation of any matter or the preparation, prosecution, or defense of any suit by the Department of Justice.
(page 61)

INCREASE OF COMPENSATION.

This provision authorizes the payment of increased compensation to certain employees of the executive departments and other Government establishments during the fiscal year 1920 at the rate of \$240 per annum if the salary is not less than \$400 per annum nor more than \$2,500 per annum, and at the rate of 60 per cent per annum if the rate of salary is less than \$400. Certain classes of employees are not entitled to the increase of compensation while others may receive it only upon the certification of the heads of their respective departments. The law granting increased compensation and the regulations of the Secretary of Agriculture with reference thereto will be found in Memorandum No. 274. (pages 61 and 62)

PRINTING FOR GOVERNMENT ESTABLISHMENTS.

Sec. 11. That the Joint Committee on Printing shall have power to adopt and employ such measures as, in its discretion, may be deemed necessary to remedy any neglect, delay, duplication or waste in the public printing and binding and the distribution of Government publications: Provided, That hereafter no journal, magazine, periodical, or other similar publication, shall be printed and issued by any branch or officer of the Government service unless the same shall have been specifically authorized by Congress, but such publications as are now being printed without specific authority from Congress may, in the discretion of the Joint Committee on Printing, be continued until the close of the next regular session of Congress, when, if authority for their continuance is not then granted by Congress they shall not thereafter be printed: Provided further, That on and after July 1, 1919, all printing, binding, and blank-book work for Congress, the Executive Office, the judiciary, and every executive department, independent office, and establishment of the Government, shall be done at the Government Printing Office, except such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field service outside of said District. (page 64) See also Memorandum No. 268, dated March 10, 1918.

ACT TO PROVIDE FOR THE FOURTEENTH AND SUBSEQUENT DECENNIAL CENSUSES, APPROVED
MARCH 3, 1919, PUBLIC NO. 325.

HONORABLY DISCHARGED SOLDIERS, SAILORS, AND MARINES, AND WIDOWS OF SUCH,
TO BE GIVEN PREFERENCE IN MAKING APPOINTMENTS.

* * * That hereafter in making appointments to clerical and other positions in the executive departments and in independent governmental establishments preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such, if they are qualified to hold such positions. (page 2)

ACT TO INCLUDE CERTAIN LANDS IN THE COUNTIES OF MODOC AND SISKIYOU, CALIFORNIA, IN THE MODOC NATIONAL FOREST, CALIFORNIA, AND FOR OTHER PURPOSES, APPROVED
MARCH 3, 1919, PUBLIC NO. 330

That any lands within those certain portions of Modoc and Siskiyou Counties, California, found by the Secretary of Agriculture to be available for the production of timber or the protection of stream flow or regulation and improvement of the grazing thereon described as follows, to wit:

Commencing at that point on the California-Oregon State line where the same crosses the west line of the Modoc National Forest, being in section twenty-nine, township forty-eight north, range eight east Mount Diablo meridian; thence southerly and westerly, following the meanderings of the said west line of said Modoc National Forest to the point where the same crosses the south line of township forty-five north, range four east, Mount Diablo meridian, at the south-east corner of section thirty-four in said township; thence west following the section lines to the southwest corner of township forty-five north, range three east, Mount Diablo meridian; thence north along the township line between ranges two and three to the point where the same crosses or intersects the California-Oregon State line; thence east along said State line to the point of beginning; also all of sections thirty-four and thirty-five, township forty-eight north, range sixteen east, and the west half of section two and all of section three, in township forty-seven north, range sixteen east, Mount Diablo meridian, with the approval of the Secretary of the Interior, be included in and made a part of the Modoc National Forest, California, by proclamation of the President, for the purpose of production of timber, protection of stream flow, or regulation and improvement of the grazing thereon, and thereafter to be governed, controlled, and used under the same rules and regulations now in force or to be hereafter adopted governing said Modoc National Forest.

ACT TO ADD CERTAIN LANDS TO THE MINAM NATIONAL FOREST, OREGON, APPROVED MARCH 3, 1919, PUBLIC NO. 335.

That the following described lands be, and the same are hereby, included in and made a part of the Minam National Forest, subject to all prior valid adverse rights, and that said lands shall hereafter be subject to all laws affecting national forests: Sections thirty-four and thirty-five, the north half of section thirty-six, township seven south, range forty-three east, and sections two and three, township eight south, range forty-three east, all of Willamette meridian, in Oregon.

ALL THE LANDS HEREIN DESCRIBED ARE HEREBY SET ASIDE FOR THE PURPOSES OF THE FOREST RESERVE ACT, AND THE SAME ARE HEREBY INCLUDED

IN THE FOREST RESERVE ACT, AND THE SAME ARE HEREBY INCLUDED

IN THE FOREST RESERVE ACT, AND THE SAME ARE HEREBY INCLUDED

IN THE FOREST RESERVE ACT, AND THE SAME ARE HEREBY INCLUDED

MARCH 3, 1919, PUBLIC NO. 230

That the lands herein described are hereby set aside for the purposes of the Forest Reserve Act, and the same are hereby included

in the Forest Reserve Act, and the same are hereby included

in the Forest Reserve Act, and the same are hereby included

in the Forest Reserve Act, and the same are hereby included

That the following described lands be, and the same are hereby, included in and made a part of the Miam National Forest, subject to all prior valid ad-

DIPLOMATIC AND CONSULAR APPROPRIATION ACT, APPROVED MARCH 4, 1919, PUBLIC NO. 346.

INTERNATIONAL INSTITUTE OF AGRICULTURE.

For the payment of the quota of the United States for the support of the International Institute of Agriculture for the calendar year 1920, \$8,000:

For salary of one member of the permanent committee of the International Institute of Agriculture for the calendar year 1920, \$3,600:

For the payment of the quota of the United States for the cost of translating into and printing in the English language the publications of the International Institute of Agriculture at Rome, \$5,000. (page 7)

INTERNATIONAL SEISMOLOGICAL ASSOCIATION.

For defraying the necessary expenses in fulfilling the obligations of the United States as a member of the International Seismological Association, including the annual contribution to the expenses of the association, \$800. (page 8)

ACT TO ENABLE THE PRESIDENT TO CARRY OUT THE PRICE GUARANTIES MADE TO PRODUCERS OF WHEAT OF THE CROPS OF 1918 AND 1919 AND TO PROTECT THE UNITED STATES AGAINST UNDUE ENHANCEMENT OF ITS LIABILITIES THEREUNDER, APPROVED MARCH 4, 1919, PUBLIC NO. 348.

This Act appropriates \$1,000,000,000 for carrying out the guaranties made to producers of wheat of the crops of 1918 and 1919 by proclamations of the President, pursuant to section 14 of the Food Control Act of August 10, 1917. It also amends the Cotton-Futures Act of August 11, 1916.

The appropriation bills enumerated below failed of passage during the last session of Congress. When these bills are finally passed by Congress and approved by the President a supplemental memorandum will issue.

Sundry Civil

Navy

District of Columbia

General Deficiency (third)

Army

Indian.



Secretary of Agriculture.

CONSTITUTION ACT, 1950, PUBLIC NO. 318.

NATIONAL INSTITUTE OF AGRICULTURE

Office of the United States for the support of the In-

stitute for the support of the International

Year 1950, \$1,000

Year 1951, \$1,000

Page 7, \$1,000.

INTERNATIONAL INSTITUTE OF AGRICULTURE

For defining the necessary expenses in fulfilling the obligations of the
United States as a member of the International Institute of Agriculture, there-
fore the annual contribution to the expenses of the organization, \$1,000. (page 8)

ACT TO REPEAL THE TAXES ON THE EXPORT OF CATTLE AND OTHER LIVESTOCK TO PRODUCE

THE WINE OF THE DISTRICT OF COLUMBIA AND TO REPEAL THE TAXES ON THE EXPORT

OF WINE OF THE DISTRICT OF COLUMBIA, APPROVED MARCH 4,

1950, PUBLIC NO. 318.

This bill was introduced in the House of Representatives on August 1, 1950, and
passed the House on August 1, 1950, and the Senate on August 1, 1950, and
the President signed it on August 1, 1950.

by the President a supplemental memorandum will be made:

Supplementary

General Delivery (third)

Director of Agriculture

Secretary of Agriculture

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ 07 10 1919 W
Placed in to
the Secretary's File Room
July 28, 1919.

MEMORANDUM NO. 272 (SUPPLEMENTAL).

Extracts from appropriation acts for 1920 (other than the Agricultural Appropriation Act), and special acts passed by the 66th Congress (first session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to the employees thereof.

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The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts indicated:

ACT MAKING APPROPRIATIONS FOR THE BUREAU OF INDIAN AFFAIRS, ETC., APPROVED JUNE 30, 1919, PUBLIC NO. 3.

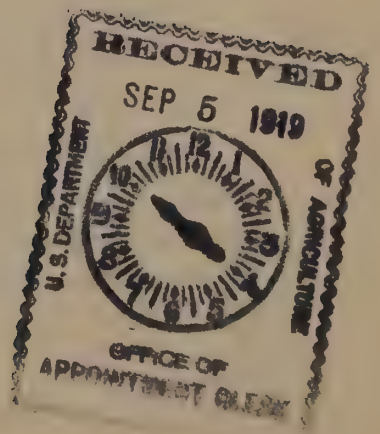
REIMBURSEMENT TO INDIANS FOR LIVE STOCK DESTROYED.

For reimbursing Indians for live stock which may be hereafter destroyed on account of being infected with dourine or other contagious diseases, and for expenses in connection with the work of eradicating and preventing such diseases, to be expended under such rules and regulations as the Secretary of the Interior may prescribe, \$50,000. (Page 7.)

ACT MAKING APPROPRIATIONS TO SUPPLY DEFICIENCIES IN APPROPRIATIONS FOR THE FISCAL YEAR 1919, AND PRIOR FISCAL YEARS, AND FOR OTHER PURPOSES. APPROVED JULY 11, 1919, PUBLIC NO. 5.

TRANSFER OF BOOKS, RECORDS, ETC., RELATING TO INVESTIGATIONS OF
DUPLICATION OF STATISTICAL AND OTHER WORK TO BUREAU OF
EFFICIENCY.

Not later than June 30, 1919, all books, records, and papers relating to the investigations of duplication of statistical and other work and to the work of the statistical clearing house of the Central Bureau of Planning and Statistics shall be transferred to the Bureau of Efficiency. (Page 3.)



PREFERENCE IN MAKING APPOINTMENTS TO HONORABLY DISCHARGED SOLDIERS,
SAILORS, AND MARINES, THEIR WIDOWS AND WIVES.

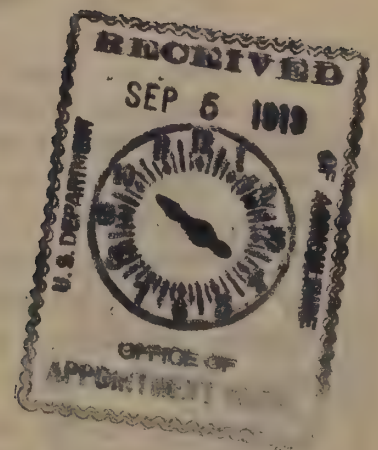
***** That the Act entitled "An Act to provide for the Fourteenth and subsequent decennial censuses," approved March 3, 1919, so far as it relates to preference in employment of honorably discharged soldiers, sailors, and marines, be amended to read as follows: "That hereafter in making appointments to clerical and other positions in the Executive branch of the Government in the District of Columbia or elsewhere preference shall be given to honorably discharged soldiers, sailors ^{and} marines, and widows of such and to the wives of injured soldiers, sailors and marines who themselves are not qualified but whose wives are qualified to hold such positions." (Page 3.)

PURCHASE OF MATERIAL, SUPPLIES, ETC., NO LONGER NEEDED BY GOVERNMENT
SERVICES THROUGH CESSATION OF WAR ACTIVITIES.

Sec. 5. That the heads of the several executive departments and other responsible officials, in expending appropriations contained in this or any other Act, so far as possible shall purchase material, supplies, and equipment, when needed and funds are available, from other services of the Government possessing material, supplies, and equipment no longer required because of the cessation of war activities. It shall be the duty of the heads of the several executive departments and other officials, before purchasing any of the articles described herein, to ascertain from the other services of the Government whether they have articles of the character described that are serviceable. And articles purchased by one service from another, if the same have not been used, shall be paid for at a reasonable price not to exceed actual cost, and if the same have been used, at a reasonable price based upon length of usage. The various services of the Government are authorized to sell such articles under the conditions specified, and the proceeds of such sales shall be covered into the Treasury as a miscellaneous receipt: Provided, That this section shall not be construed to amend, alter, or repeal the Executive order of December 3, 1918, concerning the transfer of office material, supplies, and equipment in the District of Columbia falling into disuse because of the cessation of war activities. (Page 37.)

USE OF MONEYS TO INFLUENCE LEGISLATION.

Sec. 6. That hereafter no part of the money appropriated by this or any other Act shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers and employees of the United States from communicating to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.



Any officer or employee of the United States who, after notice and hearing by the superior officer vested with the power of removing him, is found to have violated or attempted to violate this section, shall be removed by such superior officer from office or employment. Any officer or employee of the United States who violates or attempts to violate this section shall also be guilty of a misdemeanor and on conviction thereof shall be punished by a fine of not more than \$500 or by imprisonment for not more than one year, or both. (Page 38.)

ACT MAKING APPROPRIATIONS FOR EXPENSES OF THE GOVERNMENT OF THE DISTRICT OF COLUMBIA FOR THE FISCAL YEAR 1920, APPROVED JULY 11, 1919, PUBLIC NO. 6.

EXTENSION OF PROVISIONS OF JOINT RESOLUTION TO PREVENT RENT PROFITEERING IN THE DISTRICT OF COLUMBIA.

Sec. 13. That the provisions of the joint resolution entitled "Joint resolution to prevent rent profiteering in the District of Columbia," approved May 31, 1918, are extended and continued in full force and effect for a period of ninety days following the definite conclusion of a treaty of peace between the United States and the Imperial German Government. (Page 41.)

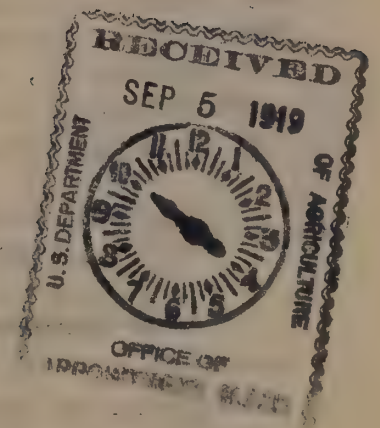
ACT MAKING APPROPRIATIONS FOR THE SUPPORT OF THE ARMY FOR THE FISCAL YEAR 1920, APPROVED JULY 11, 1919, PUBLIC NO. 7.

VOCATIONAL TRAINING.

For the employment of the necessary civilian instructors in the most important trades, for the purchase of carpenter's, machinist's, mason's, electrician's, and such other tools and equipment as may be required, including machines used in connection with the trades, for the purchase of material and other supplies necessary for instruction and training purposes and the construction of such buildings needed for vocational training in agriculture for shops, storage, and shelter of machinery as may be necessary to carry out the provisions of section 27 of the Act approved June 3, 1916, authorizing, in addition to the military training of soldiers while in the active service, means for securing an opportunity to study and receive instruction upon educational lines of such character as to increase their military efficiency and enable them to return to civil life better equipped for industrial, commercial, and general business occupations, part of this instruction to consist of vocational education either in agriculture or the mechanic arts, \$2,000,000. (Page 18.)

~~PURCHASE OF LAND FOR ARMY MEDICAL MUSEUM, SURGEON GENERAL'S LIBRARY, AND ARMY MEDICAL SCHOOL.~~

~~Land for hospital and other purposes: For the purchase of land contiguous to the Walter Reed General Hospital, District of Columbia, twenty-six and nine-tenths acres, more or less, for the final location of the Army Medical Museum, the Surgeon General's Library, and the Army Medical School, and for the improvements now on the land to be purchased, \$350,000. (Page 21.)~~



TRANSFER OF AMMUNITION.

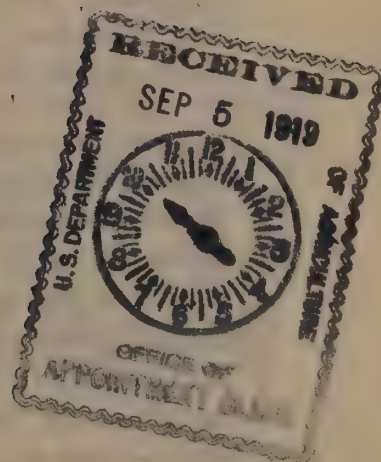
That the Secretary of War be, and he is hereby, authorized to turn over on request from other executive departments of the Government, in his discretion, from time to time, without charge therefor, such ammunition, explosives, and other ammunition components as may prove to be or shall become surplus or unsuitable for the purposes of the War Department and as shall be suitable for use in the proper activities of other executive departments. (Page 30.)

PROSECUTION OF CLAIMS BY FORMER GOVERNMENT EMPLOYEES.

That it shall be unlawful for any person who, as a commissioned officer of the Army, or officer or employee of the United States, has at any time since April 6, 1917, been employed in any Bureau of the Government and in such employment been engaged on behalf of the United States in procuring or assisting to procure supplies for the Military Establishment, or who has been engaged in the settlement or adjustment of contracts or agreements ^{for the} procurement of supplies for the Military establishment, within two years next after his discharge or other separation from the service of the Government, to solicit employment in the presentation or to aid or assist for compensation in the prosecution of claims against the United States arising out of any contracts or agreements for the procurement of supplies for said Bureau, which were pending or entered into while the said officer or employee was associated therewith. A violation of this provision of this chapter shall be punished by a fine of not more than \$10,000 or imprisonment for not more than one year, or both: Provided, That all Acts or parts of Acts inconsistent with any of the provisions of this Act are hereby repealed. (Page 30.)

ACT TO REPEAL THE JOINT RESOLUTION AUTHORIZING THE PRESIDENT IN TIME OF WAR TO SUPERVISE OR TAKE POSSESSION AND ASSUME CONTROL OF ANY TELEGRAPH, TELEPHONE, MARINE CABLE, OR RADIO SYSTEM OR SYSTEMS, ETC., APPROVED JULY 11, 1919, PUBLIC NO. 9.

That chapter 154 of the Acts of the second session of the Sixty-fifth Congress, being the joint resolution entitled "Joint resolution to authorize the President in time of war to supervise or take possession and assume control of any telegraph, telephone, marine cable, or radio system or systems, or any part thereof and to operate the same in such manner as may be needful or desirable for the duration of the war and to provide just compensation therefor," approved on the 16th day of July, 1918, be, and the same is hereby, repealed to take effect at midnight on the last day of the calendar month in which this Act is approved: Provided, however, That the existing toll and exchange telephone rates as established or approved by the Postmaster General on or prior to June 6, 1919, shall continue in force for a period not to exceed four months after this Act takes effect, unless sooner modified or changed by the public authorities - State, municipal, or otherwise - having control or jurisdiction of tolls, charges, and rates or by contract or by voluntary reduction.



Sec. 2. That the President be, and he is hereby, authorized and directed, at midnight on the last day of the calendar month in which this Act is approved, to return and deliver to the respective owners thereof all of the systems, lines, and property taken possession of or received, operated, supervised, or controlled by him under authority of said joint resolution.

Sec. 3. That the first proviso of said joint resolution prescribing the just compensation to be paid for and on account of said supervision, possession, control, or operation therein specified shall continue in full force and effect until such just compensation shall be fully adjusted and paid in the manner and according to the terms and conditions therein set forth.

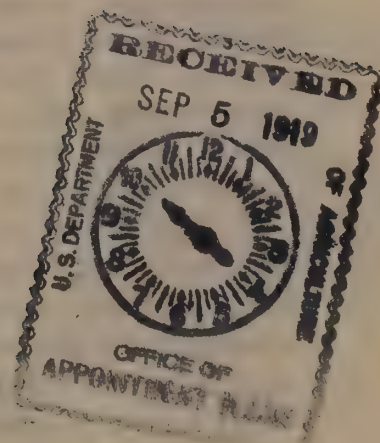
Sec. 4. That within ninety days after this Act shall take effect the President shall cause to be made to the Congress a detailed account and report of all his acts and proceedings in connection with the supervision, possession, control, and operation of the telephone, telegraph, and marine cable systems of the United States, and of all moneys received and expended, and all property and assets acquired or held, and all liabilities or obligations incurred, including contracts relative to compensation awards, such report to show in detail the financial results of the operation of each separate wire system from August 1, 1918, up to the date when the said systems shall have been returned.

ACT TO AMEND THE ACT OF JUNE 27, 1918, PROVIDING FOR VOCATIONAL REHABILITATION AND RETURN TO CIVIL EMPLOYMENT OF DISABLED PERSONS DISCHARGED FROM THE MILITARY OR NAVAL FORCES OF THE UNITED STATES, APPROVED JULY 11, 1919, PUBLIC NO. 11.

That section 2 of the Act entitled "An Act to provide for vocational rehabilitation and return to civil employment of disabled persons discharged from the military or naval forces of the United States, and for other purposes," approved June 27, 1918, be hereby amended to read as follows:

"Sec. 2. That every person enlisted, enrolled, drafted, inducted, or appointed in the military or naval forces of the United States, including members of training camps authorized by law, who, since April 7, 1917, has resigned or has been discharged or furloughed therefrom under honorable conditions, having a disability incurred, increased, or aggravated while a member of such forces, or later developing a disability traceable in the opinion of the board to service with such forces, and who, in the opinion of the Federal Board for Vocational Education, is in need of vocational rehabilitation to overcome the handicap of such disability, shall be furnished by the said board, where vocational rehabilitation is feasible, such course of vocational rehabilitation as the board shall prescribe and provide.

"The board shall have the power, and it shall be its duty, to furnish the persons included in this section suitable courses of vocational rehabilitation, to be prescribed and provided by the board; and every person electing to follow such a course of vocational rehabilitation shall, while following the same, be paid monthly by the said board from the appropriation hereinafter provided such sum as in the judgment of the said board is necessary



for his maintenance and support and for the maintenance and support of persons depending upon him, if any: Provided, however, That in no event shall the sum so paid such person while pursuing such course be more than \$80 per month for a single man without dependents, or for a man with dependents \$100 per month plus the several sums prescribed as family allowances under section 204 of Article II of the War Risk Insurance Act.

"No compensation under Article III of the Act entitled 'An Act to amend an Act entitled "An Act to authorize the establishment of a Bureau of War Risk Insurance in the Treasury Department,"' approved October 6, 1917, shall be paid for the period during which any such person is being furnished by said board a course of vocational rehabilitation and support as herein authorized: Provided, however, That in the event any person pursuing a course of vocational rehabilitation is entitled under said Article III to compensation in an amount in excess of the payments made to him by the said board for his support and the support of his dependents, if any, the Bureau of War Risk Insurance shall pay monthly to such person such additional amount as may be necessary to equal the total compensation due under said Article III of said Act.

"There is hereby appropriated, out of any money in the Treasury of the United States not otherwise appropriated, available immediately and until expended, the sum of \$6,000,000, or so much thereof as may be necessary, to be used by the Federal Board for Vocational Education for the purpose of making the payments prescribed by this section and for defraying the administrative expenses incident thereto."

SUNDRY CIVIL APPROPRIATION ACT, APPROVED JULY 19, 1919, PUBLIC NO. 21.

USE OF FURNITURE IN PUBLIC AND OTHER BUILDINGS.

***That all furniture now owned by the United States in other public buildings or in buildings rented by the United States shall be used, so far as practicable, whether it corresponds with the present regulation plan for furniture or not. (Page 8.)

INVESTIGATION OF DISEASES OF MAN.

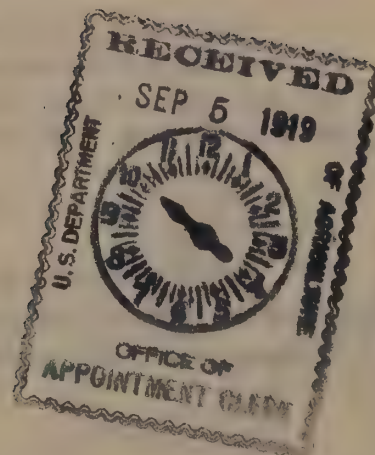
Public Health Service: For investigations of diseases of man and conditions influencing the propagation and spread thereof, including sanitation and sewage, and the pollution of navigable streams and lakes of the United States, including personal service, \$300,000. (Page 14.)

INTERSTATE QUARANTINE SERVICE.

Public Health Service: For cooperation with State and municipal health authorities in the prevention of the spread of contagious and infectious diseases in interstate traffic, \$25,000. (Page 14.)

RURAL SANITATION.

Public Health Service: For special studies of, and demonstration work in, rural sanitation, including personal services, and including not to



exceed \$5,000 for the purchase, maintenance, repair, and operation of motor-propelled passenger-carrying vehicles, \$50,000: Provided, That no part of this appropriation shall be available for demonstration work in rural sanitation in any community unless the State, county, or municipality in which the community is located agrees to pay one-half the expense of such demonstration work. (Pages 14 and 15.)

PROPAGATION AND SALE OF BIOLOGIC PRODUCTS.

Public Health Service: To regulate the propagation and sale of viruses, serums, toxins, and analogous products, and for the preparation of curative and diagnostic biologic products, including personal service, \$35,000. (Page 15.)

STATEMENT OF ACTIVITIES OF DEPARTMENTS PERTAINING TO THE PUBLIC HEALTH.

The heads of the several executive departments and other Government Establishments are authorized and directed to submit to Congress not later than the first Monday in December, 1919, a statement showing for the fiscal year 1919 the activities of their respective departments or establishments pertaining to the public health, and the amounts expended on account of each of the said activities. (Page 15.)

EXPENSES OF COUNCIL OF NATIONAL DEFENSE.

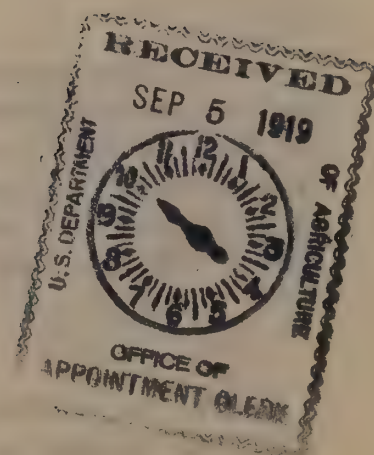
For expenses of experimental work and investigations undertaken by the Council of National Defense, by the advisory commission, or subordinate bodies; for the employment of a director, secretary, chief clerk, and other expert, clerical, and other assistance; equipment and supplies, including law books, books of reference, newspapers, and periodicals; subsistence and travel, including the expenses of members of the advisory commission, or subordinate bodies or other employees going to and attending meetings of the advisory commission or subordinate bodies; and printing and binding done at the Government Printing Office, the unexpended balance of the appropriation for the fiscal year 1919 is reappropriated and made available for the fiscal year 1920. (Page 16.)

EMPLOYEES' COMPENSATION FUND.

For the payment of compensation provided by "An Act to provide compensation for employees of the United States suffering injuries in the performance of their duties, and for other purposes," approved September 7, 1916, including medical, surgical, and hospital services, and supplies provided by section 9, and the transportation and burial expenses provided by sections 9 and 11, \$1,000,000, to remain available until expended. (Page 17.)

VOCATIONAL REHABILITATION.

For an additional amount for carrying out the provisions of the act entitled "An Act to provide for the vocational rehabilitation and return



to civil employment of disabled persons discharged from the military or naval forces of the United States, and for other purposes," approved June 27, 1918, as amended, including personal services in the District of Columbia and elsewhere, printing and binding to be done at the Government Printing Office, law books, books of reference, and periodicals, \$8,000,000, of which sum not exceeding \$15,000 may be expended for rent of quarters in the District of Columbia if space is not provided in government-owned buildings by the Public Buildings Commission: Provided, That no person shall be paid by said Board out of the appropriation contained in this Act, or the Act approved July, 1919, amending section 2 of the Act approved June 27, 1918, at a rate of compensation exceeding \$2,500 per annum and rates above that sum, except not to exceed the following: One at \$6,000, two at \$5,000 each, twenty-eight in excess of \$3,500 and not in excess of \$4,000 each, twenty-seven at \$3,500 each, seventy at \$3,000 each, sixty at \$2,750 each, and one hundred at \$2,500 each. (Page 17.)

INTERDEPARTMENTAL SOCIAL HYGIENE BOARD.

The unexpended balance on June 30, 1919, of the appropriations for the fiscal year 1919 contained in sections 5, 6, and 7 of Chapter XV of the Army Appropriation Act, approved July 9, 1918, are reappropriated and made available for the same purposes for the fiscal year 1920: provided, That the unexpended balance of the sum of \$100,000 in section 7 to be used under the direction of the Interdepartmental Social Hygiene Board shall be available for personal services in the District of Columbia and elsewhere, books of reference and periodicals, printing and binding, traveling, and other necessary expenses of the board in the administration of the provisions of Chapter XV of the said Act. (Page 18.)

NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS.

For scientific research, technical investigations, and special reports in the field of aeronautics, including the necessary laboratory and technical assistants; traveling expenses of members and employees; office supplies, printing, and other miscellaneous expenses, including technical periodicals and books of reference; equipment, maintenance, and operation of research laboratory and wind tunnel, and construction of additional buildings necessary in connection therewith; not to exceed \$1,500 for the purchase, maintenance, and operation of one motor-propelled passenger-carrying vehicle; personal services in the field and in the District of Columbia: Provided, That the sum to be paid out of this appropriation for clerical, drafting, watchmen, and messenger service for the fiscal year ending June 30, 1920, shall not exceed \$43,000; in all, \$175,000. (Page 19.)

INTERNATIONAL EXCHANGES.

For the system of international exchanges between the United States and foreign countries, under the direction of the Smithsonian Institution, including necessary employees and the purchase of necessary books and periodicals, \$45,000. (Page 20.)



INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.

For the cooperation of the United States in the work of the International Catalogue of Scientific Literature, including the preparation of a classified index catalogue of American scientific publications for incorporation in the International Catalogue, clerk hire, purchase of necessary books and periodicals, and other necessary incidental expenses, \$7,500. (Pages 20 and 21.)

OBSERVATION OF TOTAL ECLIPSE OF SUN.

The unexpended balance of the appropriation "for observation of the total eclipse of the sun of June 8, 1918, and so forth," is reappropriated and made available for observation of the total eclipse of the sun of May 28, 1919, visible in Bolivia. (Page 21.)

PROTECTION OF OREGON AND CALIFORNIA RAILROAD LANDS AND COOS BAY WAGON ROAD LANDS.

To enable the Secretary of the Interior, with the cooperation of the Secretary of Agriculture or otherwise, as in his judgment may be most advisable, to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the lands revested in the United States by the Act approved June 9, 1916, and the lands known as the Coos Bay Wagon Road lands involved in the case of Southern Oregon Company versus United States (numbered 2711, in the Circuit Court of Appeals of the Ninth Circuit), \$25,000. (Page 36.)

RESTORATION OF LANDS IN FOREST RESERVES.

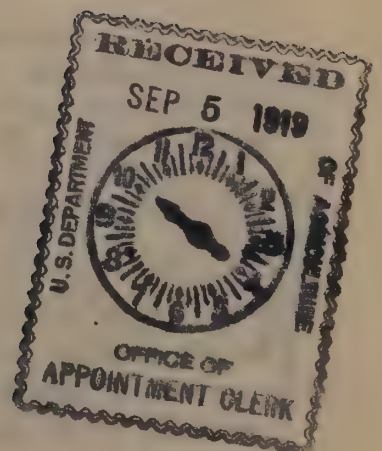
To enable the Secretary of the Interior to advertise the restoration to the public domain of lands in forest reserves or of lands temporarily withdrawn for forest reserve purposes, \$7,500. (Page 36.)

RESEARCHES TO DETERMINE GEOLOGIC CONDITIONS FAVORABLE TO THE PRESENCE OF DEPOSITS OF POTASH SALTS.

U. S. Geological Survey: For chemical and physical researches relating to the geology of the United States, including researches with a view of determining geological conditions favorable to the presence of deposits of potash salts, \$40,000. (Page 38.)

DETERMINING WATER SUPPLY OF THE UNITED STATES AND METHODS OF UTILIZING WATER RESOURCES.

U. S. Geological Survey: For gauging streams and determining the water supply of the United States, the investigation of underground currents and artesian wells, and the preparation of reports upon the best methods of utilizing the water resources, \$175,000, of which \$25,000 may be used to test the existence of artesian and other underground water supplies suitable for irrigation in the arid and semiarid regions by boring wells. (Page 39.)



GOVERNMENT FUEL YARDS.

For the purchase and transportation of fuel; storing and handling of fuel in yards; maintenance and operation of yards and equipment, including motor-propelled passenger-carrying vehicles for inspectors, purchase of equipment, rentals, and all other expenses requisite for and incident thereto, including personal services in the District of Columbia, the unexpended balance of the appropriation made for these purposes for the fiscal year 1919 is reappropriated and made available for such purposes for the fiscal year 1920, and of such sum not exceeding \$500 shall be available to settle claims for damages caused to private property by motor vehicles used in delivering fuel: Provided, That all moneys received from the sale of fuel during the fiscal year 1920 shall be credited to this appropriation and be available for the purposes of this paragraph. (Page 41.)

PROTECTION OF GAME IN ALASKA.

For carrying out the Act approved May 11, 1908, entitled "An Act for the protection of game in Alaska, and for other purposes," including salaries, traveling expenses of game wardens, and all other necessary expenses, \$20,000, to be expended under the direction of the governor of Alaska. (Page 45.)

DEVELOPING AQUATIC SOURCES OF LEATHER.

For developing by the Bureau of Fisheries in cooperation with the Bureau of Standards new aquatic sources of supply of leather, including personal services in the District of Columbia and in the field, the unexpended balance of the appropriation for the fiscal year 1919 is reappropriated and made available for the fiscal year 1920. (Page 63.)

INQUIRY RESPECTING FOOD FISHES.

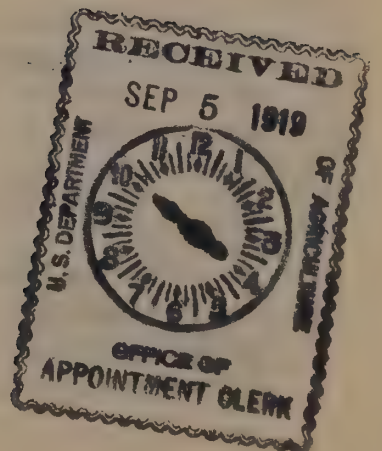
For inquiry into the causes of the decrease of food fishes in the waters of the United States, and for investigation and experiments in respect to the aquatic animals, plants, and waters, in the interests of fish culture and the fishery industries, including expenses of travel and preparation of reports, \$45,000. (Page 64.)

ADDITIONAL FOR RENT FOR THE DEPARTMENT OF AGRICULTURE.

Additional for rent in the District of Columbia, fiscal year 1920, \$41,509: Provided, That this appropriation shall not be available if space is provided by the Public Buildings Commission in Government-owned buildings. (Page 70.)

PRINTING AND BINDING FOR THE DEPARTMENT OF AGRICULTURE.

For the Department of Agriculture, including not to exceed \$47,000 for the weather Bureau, and including the annual report of the Secretary of Agriculture, as required by the Act approved January 12, 1895, and in pursuance of the joint resolution numbered 13, approved March 30, 1906,



and also including not to exceed \$200,000 for farmers' bulletins, which shall be adapted to the interests of the people of the different sections of the country, an equal proportion of four-fifths of which shall be delivered to or sent out under the addressed franks furnished by Senators, Representatives, and Delegates in Congress, as they shall direct, \$600,000. (Page 74.)

ALLOTMENT OF PRINTING AND BINDING FUND.

Not more than an allotment of one-half of the sum hereby appropriated for the public printing and for the public binding shall be expended in the first two quarters of the fiscal year, and no more than one-fourth thereof may be expended in either of the last two quarters of the fiscal year, except that, in addition thereto, in either of said last quarters the unexpended balances of allotments for preceding quarters may be expended; and no department or Government establishment shall consume in any such period a greater percentage of its allotment than can be lawfully expended during the same period of the whole appropriation. (Pages 74 and 75.)

EXPENDITURE OF PRINTING AND BINDING FUND.

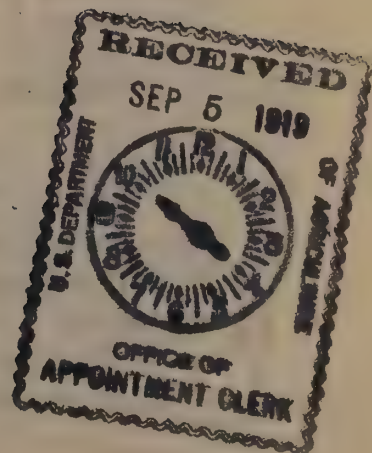
Money appropriated under the foregoing allotments shall not be expended for printing and binding for any of the executive departments or other Government establishments, except such as shall be certified in writing to the Public Printer by the respective heads or chiefs thereof to be necessary to conduct the ordinary and routine business required by law of such executive departments or Government establishments, and except such reports, monographs, bulletins, or other publications as are authorized by law or specifically provided for in appropriations herein; all other printing required or deemed necessary or desirable by heads of executive departments or other Government establishments or offices or bureaus thereof shall be done only as Congress shall from time to time authorize. (Page 75.)

DETAIL OF EMPLOYEES OF THE GOVERNMENT PRINTING OFFICE TO OTHER EXECUTIVE BRANCHES OF THE PUBLIC SERVICE.

No part of any money appropriated in this Act shall be paid to any person employed in the Government Printing Office while detailed for or performing service in any other executive branch of the public service of the United States unless such detail be authorized by law. (Page 75.)

PURCHASE OF MATERIAL, SUPPLIES, AND EQUIPMENT FROM OTHER GOVERNMENT SERVICES.

Sec. 3. That the heads of the several executive departments and other responsible officials, in expending appropriations contained in this Act, so far as possible shall purchase material, supplies, and equipment, when needed and funds are available, from other services of the Government possessing material, supplies, and equipment no longer required because of the cessation of war activities. It shall be the duty of the heads



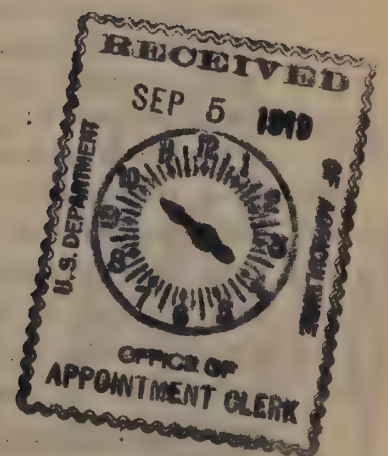
of the several executive departments and other officials, before purchasing any of the articles described herein, to ascertain from the other services of the Government whether they have articles of the character described that are serviceable. And articles purchased by one service from another, if the same have not been used, shall be paid for at a reasonable price not to exceed actual cost, and if the same have been used, at a reasonable price based upon length of usage. The various services of the Government are authorized to sell such articles under the conditions specified, and the proceeds of such sales shall be covered into the Treasury as a miscellaneous receipt: Provided, That this section shall not be construed to amend, alter, or repeal the Executive order of December 3, 1918, concerning the transfer of office material, supplies, and equipment in the District of Columbia falling into disuse because of the cessation of war activities: Provided further, That any officer of the Government having machinery, material, equipment or supplies for printing, binding, and blank book work, including lithography, photolithography, and other processes of reproduction, which are no longer required or authorized for his service, shall submit a detailed report of the same to the Public Printer, and the Public Printer is hereby authorized, with the approval of the Joint Committee on Printing, to requisition such articles of the character herein described as are serviceable in the Government Printing Office, and the same shall be promptly delivered to that office. (Page 78.)

TRANSFER OF FILES AND RECORDS OF AGENCIES CREATED FOR THE
PERIOD OF THE WAR.

Sec. 4. That except as otherwise provided by law the President is authorized to transfer to the custody and care of such of the departments or independent establishments as he may determine the files and records of the agencies created for the period of the war upon the discontinuance of such activities. (Page 78.)

TRANSFER OF VEHICLES AND OTHER EQUIPMENT FROM WAR DEPARTMENT
TO OTHER GOVERNMENT SERVICES.

Sec. 5. The Secretary of War is authorized to transfer any unused and surplus motor-propelled vehicles and motor equipment of any kind, the payment for same to be made as provided herein, to any branch of the Government service having appropriations available for the purchase of said vehicles and equipment: Provided, That in case of the transfers herein authorized a reasonable price not to exceed actual cost, and if the same have been used, at a reasonable price based upon length of usage, shall be determined upon and an equivalent amount of each appropriation available for said purchase shall be covered into the Treasury as a miscellaneous receipt, and the appropriation in each case reduced accordingly: Provided further, That it shall be the duty of each official of the Government having such purchases in charge to procure the same from any such unused or surplus stock if possible: Provided further, That hereafter no transfer of motor-propelled vehicles and motor equipment, unless specifically authorized by law, shall be made free of charge to any branch of the Government service. (Pages 78 and 79.)



DEMONSTRATION FOREST AND FOREST EXPERIMENT STATION
FOR THE UNIVERSITY OF THE STATE OF WASHINGTON.

Sec. 7. For the purpose of securing an area of lands suitable for a demonstration forest and forest experiment station for the University of the State of Washington, the consent of Congress is hereby granted the Board of Regents of the University of the State of Washington, and the State of Washington, acting through its properly constituted authorities, to exchange lands heretofore granted to the State of Washington by Act of Congress approved February 22, 1889, for the purposes of a university in said State, or lands by said Act granted to the State of Washington "for State charitable, educational, penal, and reformatory institutions" and thereafter by the State of Washington in part apportioned for the use and support of the University of Washington, for an area of equal value to be chosen and agreed upon out of lands heretofore granted to said State by said Act of Congress for the support of common schools, whether heretofore or hereafter formally selected or patented under the laws of the United States. Lands so acquired by the State of Washington for the common schools, and lands so acquired for the use of the State University shall be subject to the same restrictions and conditions as to sale and disposal as were imposed upon the lands originally granted by the Act of Congress approved February 22, 1889, to the State of Washington for the use of the common schools and the State University, respectively.

If additional legislation pertaining to the department is enacted by the present Congress another supplemental memorandum will issue.

A. F. Johnston
Secretary.



OFFICE OF THE SECRETARY OF AGRICULTURE

Aug. 21.

Mr. Harrison:

I have gone over the attached memorandum containing extracts of Acts passed by the 66th Congress. With one exception all of these extracts pertain either directly or indirectly to the work of the Department. The exception I have in mind is found on page 3 regarding the purchase of land adjacent to Walter Reed Hospital for the erection of an Army Medical Museum. I think the Solicitor has in mind extracts pertaining to the vocational rehabilitation act; investigation of diseases of men; interstate quarantine service; and rural sanitation found on pages 5 and 6; propagation and sale of biologic products on page 7; and researches to determine geologic conditions favorable to presenece of potash salts on page 9; and developing aquatic sources of leather on page 10. I merely suspect that these are the extracts the Solicitor's Office has in mind as they were pencilled and later rubbed out, and as they seem to have an indirect or remote bearing on our work. However, there is hardly any subject touched upon that does not come up in the Department from

over

time to time, and this memorandum will serve as a handy and ready reference in case any of these questions do arise. It is better to err by having too many than too little.

The reference to the purchase of land contiguous to the Walter Reed Hospital on page 3 may be interesting to some of our land speculators in the Department.

However, I think the memorandum might well be signed and sent along as it stands at the present time.

OK

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

AUG 6 - 1919

MR. HARRISON:

There are a number of extracts in the proposed memorandum which are very remotely, if at all, connected with any of the functions or activities of this Department. They are all, however, of general interest to at least some persons in the Department and it could not be said that occasion may not arise when these extracts may be useful to some workers in the Department.

Unfortunately we are not in possession of a complete set of the Acts of Congress for the period covered by the memorandum and are unable to tell whether there are any omissions in the memorandum. For that reason we have also been unable to compare the original text with the copy. We do not notice any omission of statutes or parts of statutes with which we are familiar. If we should delay the memorandum for a thorough revision, if revision should be necessary, it would be postponed longer than I think is advisable. Accordingly I return the memorandum herewith.

you may

[Signature]
Acting Solicitor.

Enclosure.

me of please the



DEPARTMENT OF AGRICULTURE

WASHINGTON

April 5, 1919.

MEMORANDUM NO. 273

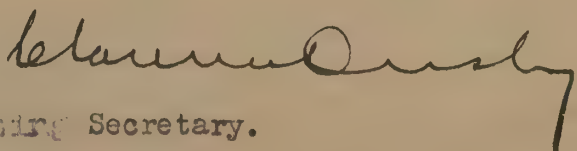
Domestic Telegraph Rates Increased.

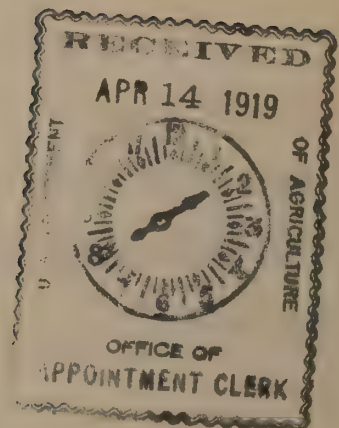
General attention is invited to the following excerpts from order No. 2940, Office of the Postmaster General, March 29, 1919:

Effective from April 1, 1919, * * * the telegraph rates for domestic United States Government telegrams are increased twenty per cent over the present Government rates.

Government leased wires shall be charged for at an advance of twenty per cent over existing leased wire rates, whether such wires be furnished by a telegraph or a telephone system under Government control.

In the audit of telegraph accounts against the Department of Agriculture for service on and after April 1, 1919, the rates indicated in Appendix D of the Fiscal Regulations will accordingly be increased twenty per cent. The Fiscal Regulations are amended accordingly.


Acting Secretary.



United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C.

April 5, 1919.



MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith a proposed memorandum announcing a general increase in Government telegraph rates. This is necessary in view of order No. 2940 of the Postmaster General, dated March 29, 1919, which prescribes an increase of twenty per cent for this service.

Very truly yours,

A handwritten signature in dark ink, reading "Leon M. Estabrook", is written above the typed name of the Chairman.

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

File copy

April 25, 1919.

MEMORANDUM No. 274.

Relative to increase of compensation at \$240 per annum
to employees of the Department of Agriculture.

The attention of administrative officers of the Department of Agriculture is invited to the following provision of law contained in the Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1920 (Public No. 314), approved March 1, 1919.

Sec. 7. That all civilian employees of the Governments of the United States and the District of Columbia who receive a total of compensation at the rate of \$2,500 per annum or less, except as otherwise provided in this section, shall receive, during the fiscal year ending June 30, 1920, additional compensation at the rate of \$240 per annum: Provided, That such employees as receive a total of annual compensation at a rate more than \$2,500 and less than \$2,740 shall receive additional compensation at such a rate per annum as may be necessary to make their salaries, plus their additional compensation, at the rate of \$2,740 per annum, and no employee shall receive additional compensation under this section at a rate which is more than sixty per centum of the rate of the total annual compensation received by such employee: Provided further, That the increased compensation at the rate of \$120 per annum for the fiscal year ending June 30, 1919, shall not be computed as salary in constraining this section: Provided further, That where an employee in the service on June 30, 1918, has received during the fiscal year 1919, or shall receive during the fiscal year 1920 an increase of salary at a rate in excess of \$200 per annum, or where an employee whether previously in the service or not, has entered the service since June 30, 1918, whether such employee has received an increase in salary or not, such employees shall be granted the increased compensation provided herein only when and upon the certification of the person in the legislative branch or the head of the department or establishment employing such persons of the ability and qualifications personal to such employees as would justify such increased compensation: Provided further, That the increased compensation provided in this section to employees whose pay is adjusted from time to time through wage boards or similar authority shall be taken into consideration by such wage boards or similar authority in adjusting the pay of such employees.

The provisions of this section shall not apply to the following: Employees paid from the postal revenues and sums which may be advanced from the Treasury to meet deficiencies in the postal revenues; employees of the Panama Canal on the Canal Zone; employees of the Alaskan Engineering Commission in Alaska; employees paid from lump-sum appropriations in bureaus, divisions, commissions, or any other governmental agencies or employments created by law since January 1, 1916; except that employees of the

- 2 -

Bureau of War Risk Insurance shall receive increased compensation at one-half the rate allowed by this section for other employees: Provided, That employees of said bureau who are compensated at rates below \$400 per annum shall receive additional compensation only at the rate of 60 per centum of the annual rates of compensation received by such employees; employees whose duties require only a portion of their time, except charwomen, who shall be included; employees whose services are utilized for brief periods at intervals; persons employed by or through corporations, firms, or individuals acting for or on behalf of or as agents of the United States or any department or independent establishment of the Government of the United States in connection with construction work or the operation of plants; employees who receive a part of their pay from any outside sources under cooperative arrangements with the Government of the United States or the District of Columbia; employees who serve voluntarily or receive only a nominal compensation, and employees who may be provided with special allowances because of their service in foreign countries. The provisions of this section shall not apply to employees of railroads, express companies, telegraph, telephone, marine cable, or radio system or systems, taken over by the United States, and nothing contained herein shall be deemed a recognition of the employees of such railroads, express companies, telegraph, telephone, marine cable, or radio system or systems, as employees of the United States.

Section six of the legislative, executive, and judicial appropriation Act approved May 10, 1916, as amended by the naval appropriation Act approved August 29, 1916, shall not operate to prevent anyone from receiving the additional compensation provided in this section who otherwise is entitled to receive the same.

Such employees as are engaged on piecework, by the hour, or at per diem rates, if otherwise entitled to receive the additional compensation, shall receive the same at the rate to which they are entitled in this section when their fixed rate of pay for the regular working hours and on the basis of three hundred and thirteen days in the said fiscal year would amount to \$2,500 or less: Provided, That this method of computation shall not apply to any per diem employees regularly paid a per diem for every day in the year.

So much as may be necessary to pay the additional compensation provided in this section to employees of the Government of the United States is appropriated out of any money in the Treasury not otherwise appropriated.

So much as may be necessary to pay the increased compensation provided in this section to employees of the government of the District of Columbia is appropriated, one-half out of any money in the Treasury not otherwise appropriated and one-half out of the revenues of the District of Columbia, except to employees of the Washington Aqueduct and the water department which shall be paid entirely from the revenues of the water department.

So much as may be necessary to pay the increased compensation provided in this section to persons employed under trust funds who may be construed to be employees of the Government of the United States or the District of Columbia is authorized to be paid, respectively, from such trust funds.

Reports shall be submitted to Congress on the first day of the next regular session showing for the first four months of the fiscal year the

average number of employees in each department, bureau, office, or establishment receiving the increased compensation at the rate of \$240 per annum and the average number by grades receiving the same at each other rate.

In order to secure uniformity of practice throughout the department and avoid confusion as to the applicability of these salary increases to the various classes of employees, this memorandum is promulgated.

1. The Comptroller, in a personal interview with a representative of the Solicitor's office, has construed his decision of April 5, 1919, to mean that any employee who has received a certificate entitling him to the \$120 increase compensation provided for under Section 6 of the Act of July 3, 1918, will, under said certificate, be automatically entitled to the \$240 increase provided for in Section 7 of the legislative, executive, and judicial Act of March 1, 1919; that no further certificate is required by the latter Act; and that such certificate remains in force until revoked by the Secretary, upon a finding that such employee has become less efficient or that the certificate was originally issued under a misapprehension of the facts.

2. All employees who were on the statutory and lump-fund rolls of the Department of Agriculture on June 30, 1918, and receive salaries of not less than \$400 per annum nor more than \$2,500 per annum (except those employees enumerated in paragraphs 3 and 4 of this memorandum), will automatically receive increased compensation at the rate of \$240 per annum during the fiscal year 1920.

a. That portion of paragraph 3 of this memorandum which requires the certificate of the Secretary to entitle to the benefits of the increase of compensation "those employees who have entered the service since June 30, 1918, whether previously in the service or not" does not apply in the following cases, such employees being automatically entitled to the \$240 or other increase upon restoration to the department rolls:

1. Employees furloughed to enter the military or naval service of the United States, if otherwise entitled to the increase.
2. Employees receiving the increased compensation and who resigned subsequent to June 30, 1918, to enter either the military or naval service of the United States, if otherwise entitled to the increase.
3. Employees who left the service of the department subsequent to June 30, 1918, to engage in work abroad under the provisions of Section 12-f of the Act of September 24, 1917.
4. Employees who resigned from the service of the GOVERNMENT after receiving the \$240 or other increase of compensation and are subsequently appointed in this department, provided such appointment does not involve an increase of salary in excess of \$200, in which case a certificate by the Secretary will be required in accordance with paragraph 3 of this memorandum.
5. Employees certified by the Civil Service Commission from reemployment or regular registers, who have previously received the \$240 or other increase in another Government establishment, whether by certification or otherwise.

b. Employees receiving more than \$2,500 per annum and less than \$2,740 per annum will receive increased compensation at a rate sufficient to bring their salaries up to the maximum of \$2,740 per annum.

c. Employees receiving less than \$400 per annum will receive increased compensation at the rate of sixty per cent per annum.

d. The salaries of employees engaged on piece work, by the hour, or at per diem rates, shall be computed on the basis of 313 days in a year, and, if not prohibited by paragraph 4, increased compensation will be allowed as follows: (1) at the rate of \$240 per annum if the total annual salary is not less than \$400 nor more than \$2,500: Provided, that employees whose annual salaries aggregate more than \$2,500, but less than \$2,740, will receive increased compensation at a rate sufficient to bring their salaries up to the maximum of \$2,740 per annum, and (2) at the rate of 60 per cent per annum if the total annual salary is less than \$400.

3. The law provides that where an employee in the service on June 30, 1918, has received, during the fiscal year 1919, or shall receive, during the fiscal year 1920, an increase of salary at a rate in excess of \$200 per annum, or where an employee, whether previously in the service or not, has entered the service since June 30, 1918, whether such employee has received an increase in pay or not, such employees shall be granted increased compensation ONLY UPON THE CERTIFICATION OF THE SECRETARY OF AGRICULTURE THAT THE ABILITY AND QUALIFICATIONS PERSONAL TO SUCH EMPLOYEES JUSTIFY SUCH INCREASE OF COMPENSATION.

It was clearly not the purpose of Congress to provide that every employee, without exception, should be given the \$240 increase of compensation, otherwise these limitations would not have been included. Chiefs of bureaus, divisions and offices should, therefore, exercise discrimination in making recommendations regarding the increase, and recommend only those cases where it is clear that the employees, on account of "ability and qualifications personal to them," should be granted the increase. This is particularly true in the cases of those employees who have received promotions aggregating more than \$200 per annum since June 30, 1918. It was undoubtedly the intention of Congress, as indicated by the use of the words "ability and qualifications personal to them," that the additional compensation in such cases, as well as in the cases of employees who have entered the service since June 30, 1918, should be allowed only when the employees have special qualifications for the task upon which they are engaged and have exhibited special ability in the performance of their work. It is not felt to be in accordance with the spirit of the law for chiefs of bureaus, divisions and offices to recommend that the increase be granted to every employee or to all employees other than those whose work is below a fair standard of efficiency.

In all recommendations for promotions or reappointments at increased salaries, the following information should be given:

- (a) Whether the employee has been receiving the \$120 increase authorized by the legislative, executive and judicial Act of July 3, 1918, (1) AUTOMATICALLY or (2) by CERTIFICATION.

- (b) Whether the employee, if the promotion recommended is made, will continue automatically to receive the \$240 increase. If not, and the bureau believes that, on account of ability and qualifications personal to the employee, he should continue to receive the \$240 increase, that fact should be stated in the recommendation for promotion, and a SEPARATE RECOMMENDATION to cover the \$240 increase should be submitted on forms similar to that annexed to this memorandum.

In tendering appointments to new employees, only the basic salary, exclusive of the \$240 increase, should be stated. As the law contemplates that the increase shall be given only upon certification that the person possesses the requisite ability and qualifications, the additional compensation should not be offered until the employee has demonstrated, by actual service, that the increase is fully merited. Therefore, new employees should be required to serve a period of not less than one month before recommendation is made that the \$240 increase be granted. In such cases, the increase, if approved, will take effect at a date, indicated in the recommendation, subsequent to the close of the first month's service.

Recommendations that employees be granted the \$240 increase should be made on blanks similar to the copy attached. It is especially important that, in every case, the date of the employee's appointment in the department, the date of his birth, and the date and amount of each promotion since June 30, 1918, be stated. Reappointments at increased compensation should be specifically set out. Under "Reasons" there should be given a clear and specific statement indicating why, in the opinion of the chief of bureau, division or office, the employee should receive the increase. A separate recommendation should be made with reference to each employee and should give sufficient information regarding his ability, qualifications and service to enable me to consider the case intelligently and on its merits. A certificate authorizing the \$240 increase of compensation when issued will continue in force and effect until revoked for cause. The "cause" for which a certificate may be revoked is that an employee so certified has retrograded in efficiency, or that the administrative officer subsequent to the issuance of the certificate is convinced that he made a mistake in issuing it.

4. The following classes of employees will in no circumstance be entitled to the increase of compensation:

- a. Employees whose duties require only a portion of their time, except charwomen, who shall be included.
- b. Employees whose services are utilized for brief periods at intervals.
- c. Employees who receive a part of their PAY from any outside source under cooperative arrangements with the Department of Agriculture.
- d. Employees who serve voluntarily or receive only a nominal compensation.
- e. Employees paid from lump-sum appropriations in bureaus, divisions, commissions, or any other governmental agencies or employments created by law since January 1, 1916.

Under the terms of the provision granting increased compensation to certain employees a report must be submitted to Congress on the first day of the next regular session showing, for the first four months of the fiscal year 1920, the average number of employees receiving increased compensation at the rate of \$240 per annum and the average number by grades receiving the same at each other rate. This information should be submitted by the chief of each bureau, division and office to the Office of the Secretary not later than November 15, in order that a combined report for the entire department may be prepared. The necessary sample forms for submitting the information will be furnished later.

The necessary salary tables for use in computing salaries for fractional parts of a month where increased compensation at the rate of sixty per cent per annum is involved are hereto attached.

A. J. Washburn

Enclosures.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF
Washington, D. C.

The Secretary of Agriculture.

I request your approval of the following recommendation:

ACTION REQUIRED: Certification that the ability and qualifications of this employee justify the increased compensation as provided by the Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1920 (Public 314), approved March 1, 1919.

NAME	:	STATE:
DESIGNATION	:	
SALARY	:	DATE OF BIRTH:
ROLL	:	
DATE APPOINTED	:	
PROMOTIONS	:	AMOUNT: DATE:
SINCE JUNE 30, 1918:		
DID EMPLOYEE RECEIVE:		
\$120 INCREASE IN	:	
1919:	:	
REASONS	:	

United States Department of Agriculture,
Bureau of Crop Estimates,
Washington, D. C.

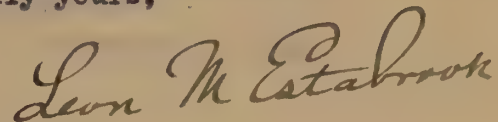
March 20, 1920.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

The Advisory Committee on Finance and Business Methods submits herewith draft of a proposed Circular containing copy of recent correspondence with the Civil Service Commission in regard to allowance of the \$240 bonus to newly appointed employees. It is recommended that this circular be issued as soon as practicable for the information and guidance of the Bureaus, Offices and Divisions of the Department.

Very truly yours,

A handwritten signature in cursive script, reading "Leon M. Estabrook".

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 20, 1920.

*See Substitute
amending Mar. 29th.
date March 23rd 20.
AD*

CIRCULAR NO.

The following correspondence is self-explanatory and is submitted for the information and guidance of the Bureaus, Divisions and Offices of the Department:

UNITED STATES CIVIL SERVICE COMMISSION
Washington, D. C.
February 9, 1920.

The Honorable
The Secretary of Agriculture.
Sir:

Great diversity exists regarding the allowance of the \$240 bonus to newly appointed employees. In one Department it is given after six months' service, in another after three months, in some Departments immediately, and in still others after one month, while in one Department the practice varies among its different bureaus.

It is so difficult to secure qualified eligibles that every possible advantage should be offered to induce competition. The most powerful inducement is an attractive salary, and the less uncertainty and delay regarding the bonus, the greater its value in procuring employees. Employees whose bonus is deferred several months are dissatisfied when they find that they might have secured it at once elsewhere. It would undoubtedly be in the interest of the service to adopt a uniform policy and to allow the bonus as early as possible.

One Department makes appointments without the bonus but at the close of the month includes

it in the salary of the probationer from the beginning if he seems to deserve it. This practice seems worthy of careful consideration.

It would seem that the matter might perhaps be properly discussed by the several appointment division chiefs and appointment clerks who it is understood have occasional meetings.

By direction of the Commission:

Very respectfully,
Martin A. Morrison,
President.

DEPARTMENT OF AGRICULTURE

Washington

March 16, 1920.

The Honorable

The President of the Civil Service
Commission.

Sir:

Receipt is acknowledged of your communication of February 9, calling attention to the great diversity of practice which exists in the several Executive Departments in connection with the allowance of the \$240 bonus to newly appointed employees, and suggesting consideration of the proposition of withholding the bonus for the period of one month and including it in the salary of the probationer if he seems to deserve it. In reply, you are advised that after consultation with the several bureaus of this Department and consideration of the practices prevailing in other Executive Departments, it has been decided that hereafter newly appointed employees will, upon the recommendation of the Chief of the bureau concerned, be certified for the bonus, to take effect from date of entrance upon duty, only after they have rendered one months satisfactory and efficient service.

Respectfully,
E. T. Meredith,
Secretary.

Memorandum to 274 has been answered accordingly.

Assistant to the Secretary.

D

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 23, 1920.

MEMORANDUM No. 274 (Amended).

Relative to \$240 increase of compensation to
newly appointed employees.

to newly appointed employees

That part of Memorandum No. 274 dated April 25, 1919, which
with reference to grant of increased compensation at the
~~requires that newly appointed employees should serve a period~~
rate of \$240 per annum, as hereby amended,
~~of not less than one month before recommendation is made that~~

~~the \$240 increase be granted to take effect subsequent to the~~

~~close of the first month's service is hereby amended, effective~~ *from March 16, 1920,*

~~March 16, 1920, so as~~ *such* ~~to provide that newly appointed employees~~

will, upon the recommendation of the Chief of the Bureau concerned,

be certified for the bonus, to take effect from date of entrance upon

duty, only after they have rendered one month's satisfactory and

efficient service.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 23, 1920.

MEMORANDUM No. 274 (Amended).

Relative to \$240 increase of compensation to
newly appointed employees.

That part of Memorandum No. 274, dated April 25, 1919, with reference to granting of increased compensation at the rate of \$240 per annum, is hereby amended, effective from March 16, 1920, so as to provide that such employees will, upon the recommendation of the Chief of the Bureau concerned, be certified for the bonus, to take effect from date of entrance upon duty, only after they have rendered one month's satisfactory and efficient service.


Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. 274 ^{amended} (~~revised~~)

Relative to increase of compensation at \$240 per annum
to employees of the Department of Agriculture.

Section 6 of the Legislative Act for the fiscal year 1921
(Public No. , 66th Congress, second session), provides for
the same temporary increase of compensation for employees of
this Department during the fiscal year 1921 as that in effect
during the current fiscal year. Accordingly, the provisions of
Memorandum No. 274, dated April 25, 1919, as amended (See ^{amended} ~~274 (revised)~~)
Memorandum No. 294, dated October 27, 1919, and Memorandum dated
March 23, 1920), shall continue in force and effect for and during
the fiscal year ending June 30, 1921.

Secretary.

U. S. Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.,

----- April 16 -----, 1919.

Mr. Harrison:

I am returning herewith memorandum regarding the \$240 increase of compensation.

Page 3 has been rewritten to agree with the Comptroller's decision of April 5 as construed by him in a personal interview with a representative of the Solicitor's office. A few minor changes have also been made on page 4. The memorandum has been numbered and when approved is ready to be multigraphed.

Respectfully,

A. Gappone

File

Take

*Hold until memo
is signed*

*The Inspector, in a personal interview with a representative of the
Collection Office, has explained the*
Any employee who has received a certificate entitling him to the

\$120 increase compensation provided for under Section 6 of the Act of *April 6, 1914*

July 3, 1918 will, under said certificate, be automatically entitled

to the \$240 increase provided for in Section 7 of the Legislative,

Executive, and Judicial Act of March 1, 1919; *that* No further certificate

is required by the latter Act; and *that* such certificate remains in force

until revoked by the Secretary, upon a finding that such employee has

become less efficient or that the certificate was originally issued

under a misapprehension of the facts.

Off d

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of pay for the regular working hours and on the basis of three hundred and thirteen days in the said fiscal year would amount to \$2,500 or less: Provided, That this method of computation shall not apply to any per diem employees regularly paid a per diem for every day in the year.

So much as may be necessary to pay the additional compensation provided in this section to employees of the Government of the United States is appropriated out of any money in the Treasury not otherwise appropriated.

So much as may be necessary to pay the increased compensation provided in this section to employees of the government of the District of Columbia is appropriated, one-half out of any money in the Treasury not otherwise appropriated and one-half out of the revenues of the District of Columbia, except to employees of the Washington Aqueduct and the water department, which shall be paid entirely from the revenues of the water department.

So much as may be necessary to pay the increased compensation provided in this section to persons employed under trust funds who may be construed to be employees of the Government of the United States or the District of Columbia is authorized to be paid, respectively, from such trust funds.

Reports shall be submitted to Congress on the first day of the next regular session showing for the first four months of the fiscal year the average number of employees in each department, bureau, office, or establishment receiving the increased compensation at the rate of \$240 per annum and the average number by grades receiving the same at each other rate.

In order to secure uniformity of practice throughout the Department and avoid confusion as to the applicability of these salary increases to the various classes of employees, this memorandum is promulgated.

1. The \$120 increase of compensation provided by the Legislative Act of July 3, 1918, for the fiscal year 1919, will terminate on June 30, 1919, and all certificates issued under this Act during the fiscal year 1919 will thereafter be void.

2. All employees who were on the statutory and lump-fund rolls of the Department of Agriculture on June 30, 1918, and receive salaries

FILED
JUN 10 1920
U.S. DEPT. OF AGRICULTURE
WASHINGTON
the Secretary of Agriculture

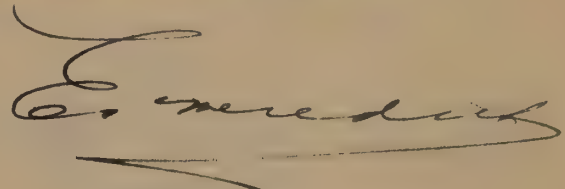
DEPARTMENT OF AGRICULTURE
WASHINGTON

June 8, 1920.

MEMORANDUM NO. 274 (amended)

Relative to increase of compensation at \$240 per annum
to employees of the Department of Agriculture.

Section 6 of the Legislative Act for the fiscal year 1921
(Public No. 231, 66th Congress, second session), provides for
the same temporary increase of compensation for employees of
this Department during the fiscal year 1921 as that in effect
during the current fiscal year. Accordingly, the provisions of
Memorandum No. 274, dated April 25, 1919, as amended (see
Memorandum No. 294, dated October 27, 1919, and Memorandum 274
(amended) dated March 25, 1920), shall continue in force and
effect for and during the fiscal year ending June 30, 1921.


Secretary.)

DEPARTMENT OF AGRICULTURE
WASHINGTON

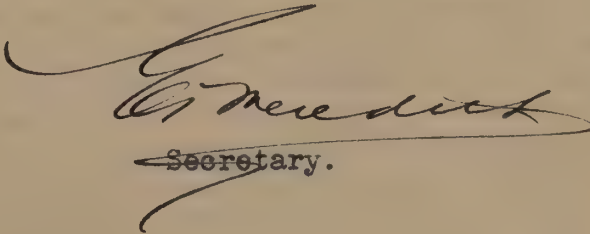
March 23, 1920.

MEMORANDUM No. 274 (Amended).

FILE
P. L. GLADMON.

Relative to \$240 increase of compensation to
newly appointed employees.

That part of Memorandum No. 274, dated April 25, 1919, with reference to granting of increased compensation at the rate of \$240 per annum, is hereby amended, effective from March 16, 1920, so as to provide that such employees will, upon the recommendation of the Chief of the Bureau concerned, be certified for the bonus, to take effect from date of entrance upon duty, only after they have rendered one month's satisfactory and efficient service.


Secretary.



File Memo 274 (unclassified)

February 14, 1920.

MEMORANDUM FOR MR. HARRISON.

FILE
P. L. GLADMON.

Dear Mr. Harrison:

Several months ago there was formed an organization known as the Association of Appointment Clerks, the personnel of which consists of the Appointment Clerks of the various Executive Departments and independent establishments. The Association meets the second Wednesday evening in each month in one of the offices of the various members. At these meetings problems which are common to all are discussed and many suggestions have been made which have proved helpful to all. At a recent meeting Messrs. Wales and Doyle of the Civil Service Commission were present and gave informal talks. Both were very enthusiastic about the Association, and especially Mr. Wales, who said that he believed much good would be accomplished by such a body, and it had, he might add, the official sanction of the Civil Service Commission.

Various questions have been discussed, such as temporary appointments, the Executive Order of November 24, 1917, regarding transfers from one Department to another, monthly reports of changes, Comptroller's decisions regarding personnel matters, etc. At the meeting held last Wednesday evening the subject for discussion was the \$240 bonus. In this connection attention is invited to the attached letter from the President of the Civil Service Commission to the Secretary of Agriculture, which was handed to me at that meeting by the Appointment Clerk of the Civil Service Commission, the other Appointment Clerks receiving similar letters addressed to the head of their Department. After considerable discussion of this letter and related subjects, it was agreed by an unanimous vote that the needs of the service would best be met, the recruiting of applicants for civil service examinations stimulated, and the acceptances of eligibles on the register increased by having, if possible, a uniform method throughout the various government departments of granting the bonus; that uniformity to be granting the bonus effective from date of entrance upon duty. Recommendation by Chief of Bureau to Secretary, however, may be made any time within a month after appointee has entered the service and proved efficient, such certification to be made effective on the date appointee assumed duty. It is obvious that the Association has no selfish motives in the matter, but has the best interests of the service in mind. I am enclosing a copy of resolution adopted at the last meeting, also a list showing the method of granting the bonus in other departments. From this latter statement it will be seen that the majority of departments grant the bonus effective from the date the appointee starts to work.

FILE
J. G. GORDON

DEPT. OF AGRICULTURE

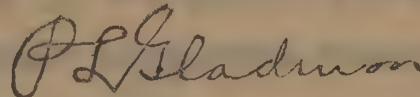
At this meeting I quoted extracts from the Secretary's Memorandum No. 274, showing the procedure followed in this Department.

The purpose of this memorandum is to ascertain whether there would be any chance of this Department adopting a rule that the bonus be granted to all new employees, effective from date of entrance on duty, recommendation for same to be made after satisfactory service of one month, or less, effective retroactively.

It is believed that if the Civil Service Commission could announce that all appointments in the government service include the \$240 bonus, more eligibles who are willing to accept appointment, especially at the lower salaries, will be obtained. Also it is felt that the morale of the employees of the service will be increased by having the bonus uniform throughout the various government departments. It was the consensus of opinion that if a new employee was not entitled to the bonus immediately, he was not even worth the basic salary.

In view of the above facts, would you be willing to take this matter up with the Secretary, with the idea of preparing a reply to the Commission's letter approving the granting of the bonus effective the date appointee assumes duty as outlined in this memorandum.

Very truly yours,



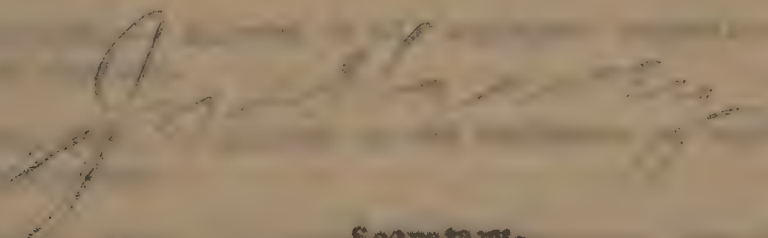
Appointment Clerk.

ASSOCIATION OF APPOINTMENT CLERKS

February 12, 1920.

At a meeting of the Association of Appointment Clerks of Government Departments and Independent Establishments held in the Interior Department Building, at 8:00 p.m., Wednesday, February 11, 1920, the following motion was carried by unanimous vote:

That all Government employees who are entitled under the provisions of Section 7 of the Act approved March 1, 1919¹⁹¹⁹, Public 314, to receive additional compensation authorized therein, be granted it from the date of entrance on duty, the question of whether or not the employee shall be required to serve a probationary period of not to exceed 30 days before being paid such additional compensation, effective retroactively on date of entrance upon duty, to be left to the discretion of each department or Government establishment.



Secretary.

THE UNIVERSITY OF CHICAGO

CHICAGO, ILL.

TO THE PRESIDENT OF THE UNIVERSITY OF CHICAGO

AND TO THE FACULTY OF THE UNIVERSITY OF CHICAGO

THE FOLLOWING IS A SUMMARY OF THE RESULTS OF THE

RESEARCHES OF THE UNIVERSITY OF CHICAGO

1907

THE UNIVERSITY OF CHICAGO

CHICAGO, ILL.

THE FOLLOWING IS A SUMMARY OF THE RESULTS OF THE

RESEARCHES OF THE UNIVERSITY OF CHICAGO

CHICAGO, ILL.

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CHICAGO, ILL.

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CHICAGO, ILL.

MEMORANDUM (unofficial advices) showing practice in Government departments and establishments in allowing additional compensation of \$240 per annum, under Section 7 of the Act of March 1, 1919 (Public No. 314).

✓ POST OFFICE DEPT. -- Allowed to all employees from date of entrance on duty.

✓ TREASURY DEPT. -- Allowed to all employees from date of entrance on duty.

COMMERCE DEPT. -- Allowed to all employees after one month's service, retroactive to date of entrance on duty.

STATE DEPT. -- Allowed to all employees from date of entrance on duty.

JUSTICE DEPT. -- Allowed as a general rule to all employees effective from date of entrance on duty.

✓ INTERIOR DEPT. -- Allowed, with a few exceptions, to all employees from date of entrance on duty.

WAR DEPT. -- Allowed to all employees from date of appointment when certificate can be and is made, base pay plus bonus not to exceed prevailing rates of pay for similar services in vicinity of employment.

LABOR DEPT. -- Allowed to all employees at beginning of second month's service.

NAVY DEPARTMENT -- Allowed to all employees beginning with the fourth month of service.

✓ (AGRICULTURE DEPT. -- Allowed to all employees at beginning of second month's service.)

✓ CIVIL SERVICE COMN. --- Allowed to all employees from date of entrance on duty.

✓ EMPLOYEES COMP. COMN. --- Allowed to all employees from date of entrance on duty.

✓ FEDERAL TRADE COMN. -- Allowed to all employees under \$1200 from date of entrance on duty; to others after three months' service.

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Statement of [Name] [Address] [City] [State] [Zip]

Reference is made to the [Name] [Address] [City] [State] [Zip]

to the [Name] [Address] [City] [State] [Zip]

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The [Name] [Address] [City] [State] [Zip]

COPY

ASSOCIATION OF APPOINTMENT CLERKS

February 12, 1920.

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That all Government employees who are entitled under the provisions of Section 7 of the Act approved March 1, 1919, Public 314, to receive additional compensation authorized therein, be granted it from the date of entrance on duty, the question of whether or not the employee shall be required to serve a probationary period of not to exceed 30 days before being paid such additional compensation, effective retroactively on date of entrance upon duty, to be left to the discretion of each department or Government establishment.

(Signed) Jno. Harvey,

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 8, 1919.

MEMORANDUM NO. 275

Consular and Diplomatic Reports from State Department.

Arrangements recently have been made by the governmental agencies at Washington, including the Department of Agriculture, for the closer coordination of the foreign trade activities of the Government. With the approval of the President, a Foreign Trade Committee, consisting of representatives of the various departments, boards and commissions, has been formed. The chairmanship of the Committee falls to the Department of State and I have designated Mr. Charles J. Brand, Chief of the Bureau of Markets, with Mr. Clarence W. Moomaw, Specialist in Foreign Marketing, as his assistant, to represent this Department. The object of the Committee is to secure closer coordination of effort among all the governmental agencies which have an interest in foreign trade and to bring to bear upon foreign trade problems the united council of the departments.

I have also designated Mr. Moomaw, upon the invitation of the Department of State, to represent the Department of Agriculture as Liaison Officer in the Foreign Trade Adviser's office of the State

Department. Similar officers have been designated by other Government agencies, and this body of men have formed what is known as the Economic Liaison Committee. Primarily, the purpose of the Economic Liaison Committee is to assist the Foreign Trade Adviser's office, as well as ~~of~~ the interested departments, in connection with the economic intelligence work of the foreign representatives of the State Department. The State Department hopes that in this way it will be possible to utilize the Diplomatic and the Consular Services to the greatest advantage in securing foreign economic information. Incidentally, the Liaison Committee has been recognized as the fact-gathering agency for the Foreign Trade Committee, and has a number of sub-committees at work upon important specific subjects with a view to formulate recommendations for the consideration of the Trade Committee.

In connection with the Department's liaison arrangement at the Foreign Trade Adviser's office, I have approved a suggestion of the Acting Secretary of State that, in the future, diplomatic and consular reports upon economic subjects be sent by that Department direct to Mr. Moomaw for disposition. The majority of these reports have a direct bearing on markets and will be used in connection with the weekly circular "Reports on Foreign Markets for Agricultural Products". Such of the reports as do not relate to markets will be routed by Mr. Moomaw direct to the proper persons in the other Bureaus and Offices.

In accordance with the desire of the Foreign Trade Adviser's office, Mr. Moomaw will be held responsible for the reports received from the State Department, and will be expected to keep an appropriate

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record of their disposition and use within this Department, in order that he may inform the Foreign Trade Adviser's office from time to time as to how the reports are used. It will also be his duty to see that information called for by the reports is promptly assembled and transmitted to the Department of State, through the Secretary's Office, and to suggest to the Foreign Trade Adviser's office ways in which the reports can be improved and extended.

It is requested that the various bureaus, divisions, and offices of the Department cooperate closely with Mr. Moomaw in this work and assist him in every feasible way.

Very truly yours,

A handwritten signature in dark ink, appearing to read "J. J. Moomaw". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

Secretary.

716-200

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

May 13, 1919.

MEMORANDUM NO. 276.

The War Department, through General March, has announced that, during each coming month, there will be returned to this country and to private life 445,000 of the troops still enrolled. This is an average of about 14,500 per day. Colonel Arthur Woods, recently appointed Assistant to the Secretary of War, has been charged particularly with the duty of looking after the interests of the returning soldiers; and all officers and employees of the Department should cooperate with him in this undertaking to the fullest possible extent. The task is one of far-reaching importance during the period of transition from a war to a peace basis and should command the active interest and support of all thorough-going Americans who naturally wish to see that those who served the Nation in the war for American rights and civilization are given every assistance in securing useful employment.

The members of the field force of the Department, especially, can in many instances, without undue interference with the performance of their official duties, render helpful service by locating positions in their communities which returned soldiers are qualified to fill and by putting soldiers in touch with such positions. A great deal already has been done in this direction, but much more remains to be done. Additional efforts will have to be put forth if complete success is to be secured in reintroducing the soldier and sailor into peaceful industry. Find out how many men may be required in your community; ascertain specifically what qualifications are necessary; inquire as to the rates of pay, and then transmit this information, preferably in writing, to the local bureau for returning soldiers and sailors, to the nearest United States Employment Agency, or to the State farm-help specialist. In order that the matter may be properly followed up, a carbon copy of the letter giving this information should be forwarded direct to Colonel Arthur Woods, Assistant to the Secretary of War, War Department, Washington, D. C.

I am sure that all the members of the Department of Agriculture will do everything in their power to aid in this nation-wide movement.

A. J. M. H. M.

Secretary.

OFFICE OF THE SECRETARY OF AGRICULTURE

May 12, 1919.

Col. Woods is anxious to have you issue a statement to the employees of the Department, asking them to cooperate in the efforts to find jobs for soldiers. He transmitted, through one of his representatives, a suggested draft of a statement to be signed by you. Mr. Christie has considered it and thinks it would be well to issue something along this line: I have attempted to rewrite the statement, and the redraft is attached hereto.

A handwritten signature in dark ink, appearing to be 'J. H. H.', is written over the bottom right portion of the typed text.

WAR DEPARTMENT

In reply refer to

WASHINGTON

Office of the Assistant to the Secretary

May 7, 1919

_____:

An unusual opportunity is afforded the Department of Agriculture of participating in the patriotic duty of finding employment for the discharged soldier.

4 The Department recognizes the great service that many of its agents have already rendered in finding jobs but much more however, still remains to be done. Additional efforts will have to be put forth. It is necessary that everyone let out an additional notch, and give an extra shove to the wheel.

This task, one of far reaching importance in bringing about the transition from a war to peace conditions, rests upon the responsibility which the Government feels in re-introducing the soldier and sailor to peaceful industry.

1 Gen. March has announced that during each coming month there will be returned to this country and to private life, 445,000 of the troops still enrolled. This means that an average of about 14,500 men per day will be looking for the opportunity of earning a livelihood.

2 Col. Arthur Woods has been appointed Assistant to the Secretary of War, and has been particularly charged with the duty of looking after the interest of the returning soldier.

3 In this work, every Department and Agency of the Government should play its part in the endeavor to bring together the man and the job, and in bringing to the surface the job that may be filled by the man.

Thru its 26,000 agents reaching into every community, the Department has an exceptional chance to locate such opportunities, and it is suggested that if every man were to constitute himself as a Committee of one, for the purpose of interviewing his friends and acquaintances, many such openings may be discovered.

5 Find out how many men may be required. Ascertain their necessary qualifications. Inquire as to the rate of pay, and then transmit this information to the local Bureau for Returning

- 2 -

May 7, 1919

Soldiers and Sailors, or to the nearest U. S. Employment Agency. *& the State Farm Help Specialists*

6 It will be desirable in order that the proper follow up may be instituted to send a carbon copy of such information direct to Col. Arthur Woods, Assistant to the Secretary of War, War Department, Washington.

It is only by complete cooperation that our returning men, who have helped to make history, and to whom the Government and the Public is so deeply indebted, can be properly provided for.

The Secretary knows that each man will do his duty, and confidently looks forward to such results as will completely negative the threatening employment question.

McG.

F 7
★ MAY 20 1919
the Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 19, 1919.

Memorandum No. ----277

Amendment to Administrative Regulations.

Effective May 26, 1919, Paragraph 259 of the Administrative Regulations is amended by the addition of the following:

Except registered and special delivery letters, mail which is to be sent to the Department Post Office shall first be separated in the bureaus into two classes, one destined for the Washington City Post Office and one for delivery within the Department. Each class will be tied up in bundles with cord, all pieces faced the same way. A slip reading "City Post Office" will be placed under the cord of each package of mail destined for the City Post Office. A slip reading "Department" will be placed under the cord of each package intended for "intra-Department" delivery. Packages marked "City Post Office" will not be opened in the Department Post Office but will be placed immediately in mail sacks for transmission to the City Post Office. Packages marked "Department" will be opened and distributed to the appropriate boxes.

Messengers shall be required to clear out bureau mail boxes

in the Department Post Office as late as 4:00 P. M. each day in order that boxes may be empty when the distribution of mail is made the following morning.

Special delivery and registered mail will be handled as heretofore.



Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 14, 1919.

MEMORANDUM NO. 278

Amendment to the Fiscal Regulations.

The second section of Appendix F of the Fiscal Regulations of this Department, as amended by Memorandum No. 271, dated April 1, 1919, is hereby further amended to read as follows:

In Georgia, payment of a gratuity, tip or other thing of value or of valuable consideration to any employee of any hotel, restaurant, or other public place, or to any employee of any person, firm, partnership, or corporation, or of any public service corporation, engaged in the transportation of passengers, is prohibited by law.

The State of Iowa is omitted from the foregoing amendment due to the fact that the anti-tipping law in that State has been held to be unconstitutional by the State Supreme Court.


Secretary.

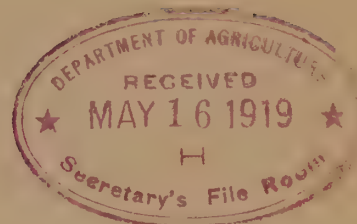


United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

May 14, 1919.

MEMORANDUM FOR THE SECRETARY.



Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods submits herewith a proposed memorandum amending Appendix F of the Fiscal Regulations, as amended by Memorandum No. 271, dated April 1, 1919. This amendment omits Iowa from the list of States prohibiting the payment of tips, fees, etc., inasmuch as the law on this subject was set aside by the Supreme Court of Iowa under date of March 17.

Very truly yours,

Levan M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

170-5.

May 12, 1919.

MEMORANDUM FOR MR. ZAPPONE.

Dear Mr. Zappone:

From some unknown source I am in receipt of the enclosed carbon copy of a decision of the Supreme Court of Iowa, handed down March 17, 1919, in the case of Dunahoo vs. Huber, which seems to set aside the anti-tipping law in that State. Probably you have also received a copy of this decision, but in any event I think the Finance Committee should give the matter consideration at its next meeting. Will you kindly bring the question up at that time?

Very truly yours,

Alex. McC. Ashley
Inspector.

(Enclosure)

(Supreme Court of Iowa. March 17, 1919).

1. Master and Servant Key 69 - Employees Accepting Tips - "Employee".

The term "employee", as used in Code Supplemental Supp. 1915, #5028u, prohibiting employees in certain occupations from accepting or soliciting tips, means one employed by another, a clerk or workman in service of an employer, and does not include the proprietor of a barber shop, although engaged in the same employment.

(Ed. Note - For other definitions, see Words and Phrases, First and Second Series, Employee.)

2. Constitutional Law Key 205 (2) Master and Servant Key 69 - Privileges or Immunities.

Code Supplemental Supp. 1915, #5028u, which permits the proprietor of a barber shop to accept a tip or gratuity upon the performance of services to a customer, but makes it a crime for his employee engaged in like services in same shop to do the same thing, is void as violating Const. art. 1, #6, prohibiting the General Assembly from granting special privileges or immunities.

Evans and Weaver, J. J. dissenting.

Appeal from District Court, Woodbury County: George Jepson, Judge.

A warrant was duly issued and placed in the hands of the defendant as constable, who placed Dunahoo under arrest. Thereupon he sued out a writ of habeas corpus, and on hearing was discharged. Defendant appeals. Affirmed.

H. M. Havner, Atty. Gen. F. C. Davidson, Asst. Atty. Gen., and C. C. Watkins, of Des Moines, for appellant.

L. H. Salinger, of Carroll, for appellee.

LADD, C. J. The plaintiff, who was arrested for receiving a tip while engaged as an employe in a barber shop, was discharged on hearing in habeas corpus proceeding. The prosecution was for violation of section 5028u of the Supplemental Supplement of 1915;

"Every employe of any hotel, restaurant, barber shop, or other public place, and every employe of any person, firm, partnership, or corporation, or of any public service corporation engaged in the transportation of passengers in this state, who shall accept or solicit any gratuity, tip, or other thing of value or of valuable consideration, from any guest or patron, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined

1. The purpose of this document is to provide information regarding the activities of the [redacted] and the [redacted] in the [redacted] area.

2. The [redacted] and the [redacted] are both active in the [redacted] area and are both active in the [redacted] area.

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not less than five dollars, or more than twenty-five dollars, or be imprisoned in the county jail for a period not exceeding thirty days."

The constitutionality of this statute is challenged on several grounds, among them that it invades rights to property and its protection and is inimical to section 6 of article 1 of the Constitution of Iowa, which declares that "all laws of a general nature shall have a uniform operation; the General Assembly shall not grant to any citizen or class of citizens, privileges or immunities, which upon the same terms shall not equally belong to all citizens", and that portion of section 1 of the Fourteenth Amendment to the Constitution of the United States which prohibits a state from denying "any person within its jurisdiction the equal protection of its laws". Only these need be considered.

(1, 2) It will be observed from an analysis of the statute "that only the employe of a hotel, restaurant, or barber shop is prohibited from accepting a tip or gratuity. The proprietor of the hotel, restaurant, or barber shop is not interfered with or prohibited from accepting such gift. While an employe of a person engaged in the transportation of passengers may not receive any gratuity or gift, such person may under like circumstances accept favors of this kind. An employe is defined by Webster as "one employed by another; a clerk or workman in the service of an employer, usually distinguished from an official or officer or one employed in a position of some authority"; and a like definition is found in the Century Dictionary. See Johnston v. Barrills, 27 Or. 251, 41 Pac. 656, 50 Am. St. Rep. 717. Under this act the proprietor of a hotel, restaurant, or barber shop, even though engaged in the same employment, would be perfectly free to accept tips or gratuities or anything of value while the employe working at his side and engaged in the same occupation might be prosecuted for having committed a crime should he do the same thing. That the proprietor would not be likely to be made the recipient of such a so-called courtesy does not answer the criticism. The present case illustrates the vice of this statute. There were two chairs in the barber shop. The employer, one Murphy, worked at one of these, and defendant at the other. Murphy undertook to pay the defendant \$15 per week and 60 per cent. of what he received for his work above said sum, the defendant was to have, according to the custom of the grade, such tips and gratuities as might be handed him. A customer gave him 25 cents in excess of the charges, and he was prosecuted. Had the same amount been handed to Murphy, his employer, no offense could have been charged. Manifestly there is no reason for such discrimination. For the purpose of efficient and beneficial legislation, it is often necessary to divide the subjects upon which it operates into classes. Indeed, the greater part of all legislation is of this character, but the authorities agree that the distinction in dividing must not be arbitrary, and must be based on differences which are apparent and reasonable. The classification should be based upon some apparent natural reason, some reason suggested by necessity, such as difference in situation and circumstances of the subjects, placed in the one class or the other as suggest the necessity or propriety of discrimination with respect to them.

Classifying the difference between the situations of the persons of the respective classes as employers and employees is not alone sufficient. Reference must also be had to the subject-matter of the legislation affecting the respective classes created. There can be no controversy but that employers and employees may be divided into separate classes for the purpose of legislation on many subjects, but where the evil to be remedied relates to members of one class quite as well as to another and is quite as obnoxious to good morals, such a classification would be unwarranted. The section of the Constitution quoted exacts that the General Assembly, shall not grant to any class of citizens, privileges and immunities which upon the same terms shall not equally belong to all citizens, and this necessarily includes any class in which the citizens may be divided. That the difference between employers and employees is such as to warrant their separate classification for some purposes would not justify this legislation if in fact privileges and immunities are accorded to the one class, which on the same terms do not equally belong to the other class. We are unable to discover any reasonable ground for saying that employers as a class may accept tips or gratuities, and employees may not, especially in those vocations where they are engaged in the same identical work.

Tipping may be an evil, but this does not justify discrimination between classes in order to put it down. In so far as the public is concerned, the evil of tipping the employer is quite as obnoxious to good morals as though it were done to the employee. Surely, here there is no ground for discrimination. Nor can tipping the employee be said to work any injury to him, for he is free to decline the gratuity, and if it be claimed that his character be in some way affected thereby, there is no ground for saying that like consequences would not result to the employer under the same circumstances. Nor are we ready to accede to the proposition that tipping is necessarily a wrong by the employee against the employer. That necessarily depends on the nature of the employment. If the employee were working by the piece or receiving so much for the performance of a particular task, it would be entirely immaterial to the employer whether he accept a gratuity or not. In such a situation the employer would not be affected, even though greater care were bestowed or more time given by the employee than were the gratuity not received. It might prove an injury only in those instances where additional time is consumed by the employee when time furnishes the basis of compensation. No such distinction is attempted in the statute. Moreover, the tip or gratuity is customarily paid after the service has been rendered, and there is no ground for saying in general that any additional compensation is accepted from the patron at the expense of the employer; rather the giving of such gratuity is an expression of satisfaction by the patron of whatever service has been rendered. The proprietor of a hotel, restaurant, or barber shop often renders service in connection with employees, and we entertain no doubt but that in permitting the employer, often unknown to the patron to be such, to accept tips or gratuities and denying a like privilege to the employee is unfair discrimination and such legislation is prohibited by the section of the Constitution quoted. The power of the Legislature with reference to classification is quite thoroughly covered in *State v. Gabroski*, 111 Iowa, 496, 82 N. W. 959, 56 L. R. A. 570, 82 Am. St. Rep. 524,

"where the court held that there was no ground for exempting veterans of the Civil War from the necessity of paying peddlers' tax which was exacted from all others engaged in that occupation". There is nothing in the situation of an employer which justifies discriminating in his favor when engaged in the same pursuit as the employe, and we are of opinion that any law which permits the proprietor of a barber shop to accept a tip or gratuity upon the performance of services to a customer and at the same time prohibits the employe engaged in like services in the same shop from doing likewise is to be denounced as unjust discrimination and inimical to the section of the Constitution prohibiting the General Assembly from getting to "any citizens or class of citizens, privileges or immunities, which upon the same terms shall not equally belong to all citizens". As applied to an employe of a barber shop, the statute quoted is unconstitutional and the court rightly discharged plaintiff for that he was guilty of no offense against the law.

Affirmed.

FILED

JUN 24 1919

the Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 24, 1919.

MEMORANDUM NO. 279

Designation of Permanent Station or Temporary
Headquarters, Allowances in Connection Therewith.

Hereafter each letter authorizing travel will specify both the permanent station and the temporary headquarters, if any, of the employee in whose favor the letter is drawn. Paragraph 5 of the Fiscal Regulations is amended accordingly.

No employee shall be assigned to temporary duty and allowed subsistence expenses under the provisions of Paragraph 86 (o) of the Fiscal Regulations if, at the time, it is probable that the assignment will ultimately be made permanent. Whenever assignment to temporary duty and allowance of subsistence expenses in connection with such assignment is followed by designation of such place of temporary duty as the permanent station of an employee, a report of the circumstances shall be immediately made to the Secretary, the report to be accompanied by a certificate of the Chief of the Bureau involved that at the time the temporary assignment was made it was not and could not have been anticipated that permanent headquarters would be established at the same point.



No employee who has been allowed subsistence expenses in connection with an assignment to temporary duty under the provisions of Paragraph 86 (o) of the Fiscal Regulations shall receive any allowance for packing, crating, freight, or drayage charges for the transfer of his household effects or other personal property used in official work, if such assignment be thereafter made permanent, except upon specific approval, in advance, by the Secretary.

Sections (o), (p), and (q) of Paragraph 86 of the Fiscal Regulations are amended accordingly.

E. J. Emistie

Acting Secretary.



United States Department of Agriculture
Bureau of Crop Estimates,
WASHINGTON, D. C.

June 24, 1919.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

The Advisory Committee on Finance and Business Methods returns herewith Mr. Ashley's memorandum, relative to the matter of allowing per diem in connection with the detail of an employee to temporary headquarters, and later changing the said temporary headquarters to permanent station with the further allowance of transportation of household goods, etc. The Committee agrees with Mr. Ashley that the Fiscal Regulations as they now read are open to abuse in this connection and has therefore drafted a proposed memorandum amending certain sections of Paragraph 86 of the Fiscal Regulations with a view to remedying this defect. The approval of these amendments is recommended.

Very truly yours,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

* OG-1000
the Secretary's file record

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June 20, 1919.

MEMORANDUM NO. 280

Board of Survey.

FILE
COMMON

Captain C. B. Lower, in Charge of Supplies, Secretary's Office, has been designated Chairman of the Board of Survey. Mr. George H. Safford also has been appointed a member of the Board, vice F. C. More, transferred to the Bureau of Roads.

The personnel of the Board of Survey is as follows:

C. B. Lower, Chairman,
M. L. Harrison,
C. C. Wilson,
George H. Safford.

C. V. Marvin

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

June 11, 1919.

Memorandum for the Secretary:

I respectfully recommend the appointment of Mr. George H. Safford as a member of the Board of Survey, vice F. C. More, transferred to the Bureau of Public Roads.

I also respectfully recommend the appointment of Mr. C. B. Lower, Officer in Charge of Supplies, as Chairman of the Board of Survey. Mr. Lower has had considerable experience on the Board of Survey and in the disposition of property and I believe him to be qualified to act as Chairman of the Board.

If these recommendations are approved the Board of Survey will be as follows:

- ✓ C. B. Lower, Chairman.
- ✓ M. L. Harrison.
- ✓ C. C. Wilson.
- ✓ Geo. H. Safford.

*

Respectfully,

D. F. H.

Wm Reese
Chief Clerk.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF CHIEF CLERK
WASHINGTON, D. C.

June 11, 1919.

Memorandum for the Secretary:

I respectfully recommend the appointment of Mr. George H. Gifford as a member of the Board of Survey, vice F. C. More, transferred to the Bureau of Public Roads.

I also respectfully recommend the appointment of Mr. C. B. Lower, Officer in Charge of Supplies, as Chairman of the Board of Survey. Mr. Lower has had considerable experience on the Board of Survey and in the disposition of property and I believe him to be qualified to act as Chairman of the Board.

If these recommendations are approved the Board of Survey will

be as follows:

G. H. Gifford, Chairman.
M. L. Harrison.
C. C. Wilson.
Geo. H. Gifford.

Respectfully,

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF INSPECTION

June 13, 1919.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

I am inclined to believe that the Board suggested by Mr. Reese is about as good a Board as we can hope to secure. I appreciate that Capt. Lower is quite well along in years, but it is a fact that when it comes to the handling of property of the kind passed upon by the Board of Survey he is quite efficient. If you took the trouble to inquire into the action of the Board when Dr. More was Chairman, you would find that most of the real work, and practically all of the disagreeable work, was performed by Capt. Lower. Recently he has specifically demonstrated the fact that he is far from being a "dead one," by securing from various war units, now going out of existence, stationery worth considerably over \$100,000. He has secured this stationery and has accomplished its distribution throughout the Bureaus of the Department practically without assistance. I am sure that as Chairman of the Board he will give the Department the very best service that is in him. The other members of the Board will not have a great deal to do except occasionally.

I think Mr. Reese's recommendation should be approved.

Very truly yours,

Alex. M. C. Ashley
Inspector.

